Process for Adding New Courses to the Computational Science Concentration

This document outlines the processes and policies for adding new courses to the computational science concentration.

1) When a faculty member wishes to add a new course to the concentration, the faculty member should forward a copy of the syllabus to the program coordinator.

2) The program coordinator will distribute the syllabus to the members of the steering committee.

3) The steering committee will review the syllabus according to the following criteria and constraints:
   a) The syllabus must include at least one student learning outcome related to the concentration.
   b) The syllabus must include an explicit reference to the concentration. This requirement was specified by CPC in its approval of the concentration. For example, Database Concepts (CIS112) includes the following language:
      “CIS112 counts toward the Computational Science Concentration. As such the course encourages students to develop computer models for the purpose of visualization, analysis and problem-solving.”
   c) The course must include hands-on projects in which students develop computer models consistent with the goals of the concentration.

4) Related Policies
   a) After a period of review, the steering committee members will vote via email on the proposed course. The program coordinator will not vote, but will tally the votes and report the results. If the course is approved by simple majority, the program coordinator will proceed with the necessary processes to have the course listed in the concentration. If the course is not approved, the program coordinator will collect the feedback from committee members and draft a letter to the faculty member representing the committee’s concerns and recommendations for resubmission.

   b) Students cannot count more than 1 course in their major toward the concentration. For example, students majoring in Biology could count Bioinformatics or Biostatistics (assuming it was submitted and accepted for the concentration) toward the concentration, but not both.