

**EXISTING COURSE ADOPTION PROCEDURE (ECAP)**  
REVISED PROCEDURE FOR BRINGING COURSES OFF THE MASTER COURSE LIST  
Drafted by Curriculum Committee, Indiana University East Sept. 2002

**Please fill out the following form when sending courses to the Curriculum Committee for consideration:**

**PART 1:**

Course number:     U100     Course Title: Threshold Seminar: Craft and Culture of Higher Education

Credit hours:     1-3     Division offering:     Education    

Faculty member submitting this proposal:     Lee Ann Adams    

**PART 2:**

Have you contacted all campuses in the IU system who are currently teaching this course and examined their methods of teaching this course? (you should consult the office of the ViceChancellor of Academic Affairs for help in contacting campuses and procuring sample syllabi)

**--Yes. We have talked with the course coordinator at IUSB and received a sample syllabus.**

Below, please list all those campuses which teach the course in question:

**--IUSB**

**PART 3:**

Please provide the following elements to the model framework as required by the University Faculty Council (you may attach additional pages):

1) Describe the course content and your rationale for bringing it forward:

**EDUC U100, will replace the First Year Seminar course number, COAS S102, currently in use at IUE. The campus has received notification from The College of Arts and Sciences that we may no longer use the COAS S102 number as it will be used to designate courses in the Honors College in Bloomington. After completing a search in the master course list for comparable classes and talking with other regional campuses, we believe that U100 is the best replacement number.**

**Present First Year Seminar course content will not be altered; U100 is merely a change in name. U100 is designed to promote a smooth adjustment to college life and serves as an introduction to college level projects in thinking, research and writing in a small group context in addition to being a catalyst for degree completion. Many IUE students are first generation and underprepared; the culture of higher education is a mystery to them. U100 will give students the skills they need to take greater personal responsibility for their decisions while giving them the tools they need to become effective learners and complete their degrees. In addition, the course is designed to promote informal student relationships with IUE faculty and staff**

2) Describe the course's placement in the program, including its intended audience and any prerequisites.

**U100 is designed primarily for first year students, although it is appropriate for any student who wants to create greater academic, professional and personal success.**

3) List the anticipated student learning objectives and outcomes.

**Students will:**

- **Learn proven strategies and skills that help create greater academic, professional and personal success**
- **Learn to write and speak more effectively through extensive practice in critical thinking, completing research and evaluating argument**
- **Master essential study skills such as reading, note taking, studying and test taking and apply these skills to current classes**
- **Demonstrate computer literacy through library research, electronic communication and knowledge of Oncourse**
- **Identify campus resources available to IUE students**
- **Take greater personal responsibility and learn to increase self-motivation by discovering personally meaningful goals**

4) Discuss any special features of the course (eg. a service learning component)

**A significant component of U100 is the inclusion of many speakers from the campus. These speakers come from a variety of offices: Career Services, Financial Aid, Advising, Center for Health Promotion, Multicultural Affairs, Student Leaders, Conflict Resolution Center, Tutorial Services, etc. In addition, the Chancellor meets with each class once a semester.**

5) **Attach a proposed syllabus for the course as it would be taught on the IU East campus.**

#### **PART 4:**

Representatives of your Division need to examine the sample syllabi and other materials from these campuses and determine whether your approach will be comparable. Please describe below your Division's final determination on this point and provide the chair's signature.

**Representatives from the Education division have examined the syllabus and textbook used by IUSB and believe our approach is comparable.**

I approve the above-mentioned course as following the model framework given by other campuses in the IU system.

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Division Chair

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Date