



COURSE IMPROVEMENT PROPOSAL

The Office of the Provost is soliciting proposals to incorporate activities into courses that improve student engagement and outcomes. Such activities would provide opportunities for students to express their creativity, to participate in experiential or service learning, or to engage with members of our greater Toledo community. Faculty submitting approved proposals to pilot such engaging activities will receive release from teaching one 3 credit hour course on their AY 2025-2026 workload.

Course improvement proposals must be approved by the appropriate department chair and college dean. If the workload release required for approved proposals does not require any funding to cover part-time instruction, then the proposal does not require Provost Office approval. This course release should be noted in the AY 2025-2026 workload form under the Other Teaching Activities section, and a copy of the proposal should be attached to the workload form before uploading.

If the workload release for course improvement proposals requires funding to cover part-time instruction, then proposals will be reviewed by the Provost Office before final approval. If approved by the Provost, a revised AY 2025-2026 workload form will be resubmitted to acknowledge the approval of course release and to provide a record that the cost of part-time instruction will be covered by the Provost Office.

Faculty Name:

Rocket Number:

Department:

College:

Course subject / number:

Course title:

Description of new activities to be added to the course:

Activities are designed to provide opportunities for students to (check all that apply):

Express their creativity and/or develop creative thinking skills

Engage in experiential or service learning

Engage with members or organizations within our greater Toledo community

Other (please describe):

Course learning outcome(s) supported by these added activities:

Describe how the added activities support these course learning outcome(s):

Describe how course learning outcomes(s) supported by these activities will be assessed:

NOTE: if this proposal alters the course content and/or learning outcomes, a course modification proposal must be submitted and approved separately through the CIM system.

Chair signature:

Dean signature:

Funds for part-time instruction will be required to cover approved workload release (Y/N):

Provost signature: (if funding for part-time instruction is required)

Deans or Chairs may submit proposals for Provost review to Academic Finance and Faculty Admin (AFFA) at academicfinanceandfacultyadmin@utoledo.edu.