

DETERMINING NEW COURSE IMPACTS

New courses can impact other courses, programs, or departments. Curriculog's automatically generated impact report will not detect any impacts if you run it for new courses, because of the way that system conducts the automatic search against the Acalog database. Curriculog's impact report tool searches for the prefix and course number combination. New courses have an existing prefix, but they have a new number—the search will not find that combination and it will claim there are no impacts.

Here are some considerations to help you think of the potential impacts of your new course on other units:

1. Content overlap: conduct a keyword search of the catalog of your title and some of the words from your description to identify other units that may be offering similar courses. If you find that other units are offering similar courses, notify them.
2. Prerequisites/corequisites: if your new course is using courses offered by other units as prerequisites or corequisites, that may affect the enrollments for those courses and the home department should be notified.
3. Special designations: If you plan for the course to have a special designation, you will need to contact the appropriate committee to begin that process (committee links below).

[Diversity](#)

[General Education and Instructional Effectiveness Committee](#)

[Writing Across the Curriculum \(WAC\)](#)

[Service-Learning Committee](#)

If there are no impacts, type "No Impacts" in the box on the form.

Recommended Notification Procedures:

- Notify the chair and/or the undergraduate or graduate program director/coordinator of the impacted unit by email. It may help to provide links to your memorandum of request in the email, along with an explanation of the perceived impact your change will make upon their unit.
- Provide a deadline for response. A two-week deadline is ideal, but a one-week deadline is probably sufficient. If the deadline passes without response, attach a copy of the email you sent to your proposal and approve when you are ready. If you receive responses, attach those to the proposal. If the responses fall after the deadline, please send them to curriculog@ecu.edu, and they will be added to your proposal at the next available Curriculum Support approval step.

If you need further help with this process, please send an email to the curriculog@ecu.edu address.