

Curriculum Proposal Request

Department: _____

Date: _____

Proposed by: _____

Nature of Proposal:

New Course: Proposed Course Prefix and #: _____

General Education Credit

Modify Existing Course

Title

Description

Prerequisite/Co-requisite

Course Content

Cross-List: _____

Course Number

Credit Hours

Term Offered

Gen Ed Credit

Eliminate Course(s)

New Program

Major

Minor

Concentration

Modification to Existing Program Requirements

Add, Delete, Modify Program Matriculation Requirements

Suspend Admission to a Program

Eliminate Program

Brief overview of the curriculum proposal (limit 4 lines):

Please attach additional documentation required for approval that follows one of the following:

Guidelines for Creation of New Major, Minor, or Concentration; Guidelines for Revision of Existing Program; or Guidelines for Creation or Revision of Courses.

Approvals:

Department Faculty (including chair) OR Program Faculty (if stand-alone minor). If cross-listed, members of both departments will approve/ disapprove.

Date	Printed Name	Signature	Approve	Disapprove

Review or comments of the provost

Action Taken by Curriculum Committee:	Approved	Rejected	Returned for further study
Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Taken by Provost:	Approved	Rejected	Returned for further study
Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised 09/2023			

Guidelines for Creation of New Major, Minor, or Concentration

These guidelines are an overview of the content and format for proposals for the creation of new majors, minors, or concentrations. Most changes of this type must be reviewed by the Curriculum Committee, the Faculty and, in some cases, by the Board of Trustees. As a result, this document should be prepared in consultation with the Dean of Academic Programs and/or the Provost.

NATURE OF THE REQUEST

1. Indicate the title of the new major, minor or concentration.

OBJECTIVES OF THE PROPOSED PROGRAM

1. Describe the general purpose of this program and list program objectives and learning outcomes.

RATIONALE AND NEED FOR THE PROGRAM

1. Explain the rationale for this program. Include an explanation of how the major, minor, or concentration supports the liberal arts mission of the College.
2. Cite the benefits for students, the institution, and the region or state, of initiating this program.
3. State the specific local, state, or national needs for individuals educated by the proposed program. Describe job opportunities that are available to persons who complete the program. Provide supporting data.
4. Indicate any licensure or certification requirements for which this program will prepare students.
5. Describe the role of consultants in the development of the proposed program.
6. Provide evidence of student interest in the program, as well as projections of enrollment for each of the first three years of the program.
7. List academic programs similar to the one proposed offered at nearby public, private or proprietary institutions.
8. Explain how this program is different from that offered by nearby institutions.

ACADEMIC CONTROL

1. Describe the administrative structure for the program, including the division that will bear primary responsibility for the program.
2. Indicate any cooperative arrangements with other institutions or organizations that will be used to offer this program. Specify the exact nature of such arrangements and attach any formal agreements that have been developed.
3. As appropriate, specify the articulation arrangements that will be in effect for the program. Attach documentation for such arrangements, if any.

CURRICULUM

1. Describe the program as it would appear in the catalog.
2. List the courses (title, number, semester hour, catalog description) that would constitute the requirements and other components of the proposed program. Indicate which courses are currently offered and which will be new. Provide a suggested term-by-term curriculum.
3. Describe how program objectives/learning outcomes will be assessed.

STAFFING REQUIREMENTS

1. Indicate how the proposed program will be staffed.

FACILITIES AND SUPPORT SERVICES

1. Describe facilities and equipment currently in existence that will be used in the proposed program.
2. Describe additional facilities, facility modifications and equipment that will be required for use in the proposed program.
3. Indicate institutional plans for meeting the needs for additional facilities and/or support services.

FINANCIAL RESOURCES

1. Complete and attach the Financial Impact Statement.
2. Discuss briefly the internal reallocation of resources that will occur, or other sources of funding to be used to support the remaining resource requirements of this program.

Financial Impact Statement

Summarize the financial impact of the addition of this program as follows:

	20__	20__	20__
Projected Additional FTE			
Student Fee Income			
Other Income			
Total Additional Income			
Personnel Costs			
- Instructional Costs			
- Non-Instructional Costs			
Sub-Total			
Staff Benefits			
Supplies			
Travel			
Information and Communication			
Maintenance and Repairs (including rentals)			
Miscellaneous Expenses			
Capital Purchases (equipment, furniture, library resources)			
Indirect Costs			
Total Costs			
Annual Balance (gain or loss)			

Guidelines for Revisions of Existing Programs

These guidelines are an overview of the content and format for proposals for the elimination or substantial modification of an existing program. Changes of this type must be reviewed by the Curriculum Committee. As a result, a proposal for major changes should be prepared in consultation with the Dean of Academic Programs and/or the Provost.

THE MODIFICATION

1. Describe briefly the nature of the proposed change.
2. Courses to be dropped as this change takes effect.
3. Courses to be added as this change takes effect.
4. Describe any change to the sequence of courses within a major/minor/concentration.
5. List the student learning outcomes related to the curriculum modification and describe the plan for assessing those outcomes.

RATIONALE

1. Reason/need for change.
2. Student Implications (describe the basis for each estimate)
 - 2.1. Prospective Demand (level of student interest)
 - 2.2. Effect on required hours in major or minor.
 - 2.3. Number of students affected and in what way.
 - 2.4. Effect on elective hours in majors or minors.
 - 2.5. If a major/minor is to be eliminated, how will current students in the program be accommodated?
 - 2.6. If requirements for matriculation are to be added or modified, how will those changed affect student enrollment and progress toward graduation?

IMPLICATIONS FOR EXISTING PROGRAMS

1. How will the proposed change affect the integrity of other programs to which it is related, including the demand for courses or requirements:
 - 1.1. In the department?
 - 1.2. In the College?
2. What individuals in other divisions, if any, have been consulted about this proposal? (attach correspondence where appropriate)
3. What effect will the proposed change have on accreditation of this program or of associated programs in the college?
4. What effect will the proposed change have on the ability of the department/college to meet goals for recruitment, retention, and diversity?

STAFFING IMPLICATIONS/QUALIFICATIONS

1. Are faculty and staff with expertise available now? If not, how will they be identified/recruited?
2. How will this change affect the allocation of faculty and staff in the department/college?
3. How will this change affect faculty workload?

AVAILABILITY OF RESOURCES

1. Indicate any unique space requirements for modified curricula and any space likely to be released by the elimination or modification of curricula.
2. Indicate any unique library, computer, or instructional media resources that will be needed for modified curricula. Are they readily available?
3. Indicate new one-time or continuing costs for materials, equipment, services, or personnel directly associated with a modified curriculum. How will these costs be covered? Indicate any cost savings to be generated if an existing program is eliminated.

TIMETABLE FOR IMPLEMENTATION

1. Provide a detailed timetable for events that will occur as the proposed program change is accomplished (e.g., addition or elimination of courses, hiring of faculty).

OTHER INFORMATION

1. Provide other information that may be helpful in the review process, as appropriate.

Guidelines for Creation or Revision of Courses

These guidelines are an overview of the content and format of proposals for a new course or for modifications to an existing course offering.

THE MODIFICATION

1. Describe briefly the nature of the proposed change.
2. Catalog description:
 - 2.1. New catalog description for the new or altered course. Include course proposed number, course title, credit hours, term offered, description, prerequisites, co-requisites, special fees.
 - 2.2. Old catalog description, if an existing course is being changed.
3. Provide a syllabus, including the following:
 - 3.1. Course aim.
 - 3.2. Student learning outcomes.
 - 3.3. Course content.
 - 3.4. Instructional strategies.
 - 3.5. Student learning activities.
 - 3.6. Procedures for evaluating student performance.
 - 3.7. Plan for assessing student learning outcomes in this course.
 - 3.8. Grading System (including required percentage of final exam).
4. Identify any other courses to be dropped as this change takes effect.
5. Identify any other courses to be added as this change takes effect.

RATIONALE

1. Reason/Need for the change.
2. Student implications (describe the basis of each estimate)
 - 2.1. Prospective demand (level of student interest).
 - 2.2. Effect on required hours in major/minor.
 - 2.3. Number of students affected and in what way.
 - 2.4. Justification for special fees, if any.
 - 2.5. Effect on elective hours in majors/minors.

IMPLICATIONS FOR EXISTING PROGRAMS

1. How will the proposed change affect the integrity of your curriculum and its relationship with other curricula, including the demand for courses in other programs:
 - 1.1. In the department?
 - 1.2. In the college?
2. What other individuals in other departments, if any, have been consulted about this proposal? (attach correspondence where appropriate)
3. What effect will the proposed change have on the ability of the department/college to meet goals for recruitment, retention, and diversity?
4. Provide updated major/minor check sheet(s) for each major/minor program impacted by the addition or modification of this course.

STAFFING IMPLICATIONS/QUALIFICATIONS

1. Are faculty and staff with expertise available now?
2. How will this change effect the allocation of faculty and staff in the department/college?
3. How will this change affect faculty workload?

AVAILABILITY OF RESOURCES

1. Indicate any unique space requirements for new or modified courses, and any space likely to be released by the elimination or modification of existing courses.
2. Indicate any unique library, computer, or instructional media resources that will be needed for new or modified courses. Are they readily available?
3. Indicate any new one-time or continuing costs for materials, equipment, services, or personnel directly associated with a new or modified course. How will these costs be covered? Indicate any cost savings to be generated if an existing course is eliminated.

OTHER INFORMATION

1. Provide other information that may be helpful in the review process, as appropriate.