Curriculum Proposal for New Major or Minor

To submit a proposal for a new program of study, the Curriculum Committee recommends that the following list of items be included in a memorandum from a faculty member/department/program to the Curriculum Committee.   This checklist allows the faculty/department a flexible format for sharing information related to their vision of a new program and provide the content needed for review and introductory implementation upon approval.

Checklist

☐ Name of the person submitting the proposal and serving as the primary point of contact in case additional information is required.

☐ Evidence of Department Chair/Program Director Approval – i.e., signature on memo, email or letter of support.

☐ Evidence of Dean(s) Approval – i.e., signature on memo, email or letter of support.

☐ Name of the person submitting the proposal in case additional information is required.

☐ List of the new programs – New major? New minor? or both? What are the names of the programs?

☐ Program Description.

☐ Program Consistency with the College Mission and Strategic Plan.

☐ Program Justification – rationale for why this program an important addition to the campus curriculum including projected enrollment impact on the department/program and college.

☐ Discussion of the career options and workplace or professional school preparation and skills for graduates with this program.

☐ Potential Impact on Other Departments/Programs – Statement about other potential departments impacted as a result of the creation of this program (e.g., does this program require a department to offer certain courses regularly? If so what might they be) and evidence of consultation with that department (e.g., email or letter of commitment/support).

☐ Discussion of resources needed for the new program(s). Estimated costs of resources also appreciated if available.

   ☐ Faculty and staff – How will current faculty resources be distributed? New faculty lines immediate and/or projections? Adjuncts? Support staff?

☐ Library – new periodicals, databases, books, research instruction for students, etc.?

☐ Space?

☐ Classroom technology, computers, pedagogy tools, equipment, etc.?

☐ Information related to Bulletin and Course Catalog Changes.

☐ List of new courses that will be proposed to add to the course catalog (detailed proposals with course syllabi must also be submitted for each course in this list via the New Course Proposal Forms – available in the Forms Repository of the Registrar's Office website).

☐ List of courses for removal from the course catalog (Course Change Request Forms – available in the Forms Repository of the Registrar's Office website - must also be submitted for each course in this list).

☐ Front matter text to populate the department/program front matter information.

☐ Copy of the Major-Minor checklist for advising purposes (consult with Dawn Remmers for template or assistance if needed).

☐ Assessment Plan (consult with Karla McCain for assistance if needed).