Guidelines for Proposing Curricular Changes

Introduction:

       This document provides guidelines for proposing any program creations or modifications. Modifications to a program include course additions, course sequencing changes, any changes to graduation requirements, or proposed modifications to the program goals or objectives.

Definition of Terms:

Department – Organized group of faculty under one chair. May have more than one program.

Program – Academic entity with unique graduation requirements. Used synonymously with "major."

Goal – A broadly-stated desired result.

Objective – Specific components of the goal.

Proposal timeline:

       Agenda items must be submitted by 5pm on the Friday preceding the Academic Affairs meeting to the chair of the committee, with prior approval by the Office of Academic Affairs.

All major catalog changes should be submitted no later than the February meeting of the Academic Affairs committee. All minor catalog changes, defined as changes that do not impact degree requirements, should be submitted by the March meeting.

Proposal evaluation:

       The documentation required for proposed modifications is proportional to the extent of proposed changes. In any case, Academic Affairs Committee will evaluate proposals based on the following criteria:

1. Do the proposed changes strengthen the affected programs?
2. Are the proposed changes feasible given staffing and capital requirements?
3. Does the proposal adequately address potential concerns related to other program units?

Proposal format:

       Proposals for change or program addition should include:

1. A cover letter, providing a summary of the proposal
2. A clear rationale for the proposal, including supporting documentation. Such documentation might include (depending on the extent and nature of changes):
   a. Assessment data
   b. National standards
   c. Professional publications
   d. General education objectives
   e. Common objectives for all majors as identified in the catalog.
   f. Separate departmental objectives
3. A syllabus for each newly proposed course specifying:

a. Course objectives
   b. Links with larger program/institutional objectives
   c. Sample course content and text/readings
   d. Methods of assessing whether students have met course objectives
4. Descriptions of all changes in catalog statements required if the proposal is adopted
5. A 2-year faculty course rotation for the department documenting how the changes will impact teaching loads.
6. If applicable, impact of changes on online program offerings (course development/redesign, scheduling, load, general education course offerings)