PROPOSAL FORM FOR CHANGES IN CURRICULUM

Please consult "Procedures for Proposing Changes to Curriculum Committee" reprinted on the reverse side of this form and "Checklist for Curricular Change Proposal" in the Faculty Handbook, (section 410.1).

1. Department and/or Program in which change is proposed:

2. Nature of change(s): (check all appropriate items and provide attachments)

<table>
<thead>
<tr>
<th>Full Faculty Approval Needed</th>
<th>Curriculum Committee Approval Only</th>
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</thead>
<tbody>
<tr>
<td>a. drop permanent course(s). .</td>
<td>a. special course (normally limited to</td>
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<tr>
<td>b. add permanent course(s). .</td>
<td>three offerings in two years). . .</td>
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<tr>
<td>c. change credit hour(s). . .</td>
<td>b. credit workshop. . . . . . . . .</td>
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<tr>
<td>d. change degree requirement. .</td>
<td>c. non-credit workshop. . . . .</td>
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<tr>
<td>e. change, addition or deletion to</td>
<td>d. other. . .</td>
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<tr>
<td>Liberal Arts Essentials. . . .</td>
<td></td>
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<tr>
<td>f. change in philosophy/policy.</td>
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<tr>
<td>g. changes between A-F and S/U</td>
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</tbody>
</table>

3. Proposed term of initial offering or implementation date: ________________________________

4. Please provide the following information here or attached:

a. recommended level: FR SO JR SR

b. credit hours: ________________

c. title: ________________________________

d. requirements it will satisfy: (major, minor, LAE, certification): ________________________________

e. prerequisites or other special conditions: ________________________________

f. description: ________________________________

g. justification: ________________________________

h. staffing considerations: (1) can be taught by present staff. . . . . . .

(2) will require additional staff. . . . . . .

i. anticipated frequency of offering: (1) every semester. . . . . . .

(2) once a year. . . . . . .

(3) alternate years. . . . . . .

j. resources (facilities, equipment, supplies, library materials, etc.):

5. Signatures: ________________________________ Date: __________________

Department Chair: ________________________________

(please attach department discussion summary)

Division Vote: ________ in favor ________ opposed ________ abstentions ____________________

Division Coordinator: ________________________________

(please attach department and division discussion summaries)

Curr Comm vote: ________ in favor ________ opposed ________ abstentions ____________________

Committee Chair (VPAA): ________________________________

6. Date of Resolution: (a) 30-day approval period ends . . . . . . .

(b) date of faculty meeting for consideration . . . . . .
Procedures for Proposing Changes to the Curriculum Committee

Notice of any non-substantive changes (revisions in existing academic major or minor requirements as long as they do not involve courses in other departments, course titles, catalog descriptions, course number changes within level, or prerequisites) is to be submitted to the Curriculum Committee through the VPAA for acknowledgement and report to the faculty. Each department that may be affected is to be notified in writing prior to submittal of proposed changes to the VPAA for transmittal to the Curriculum Committee.

Proposals for all substantive changes will be handled in the following manner before transmittal to the Curriculum Committee through the VPAA:

A. Discussion of the proposal will occur within the department and other departments if the course proposal is interdisciplinary or involves collaboration. Approval by a majority of the faculty in the department must be obtained. Items to be included in that discussion are:

1) effect on staffing, both numbers of staff and teaching loads;
2) advantages and disadvantages;
3) attractiveness for enhancing student enrollment in the department;
4) possible course reduction(s) in the case of course addition(s);
5) costs, including start-up costs, equipment and supplies needed, and maintenance; and
6) library resources required.

B. A written summary of the discussion on the above points is to be forwarded to the division coordinator with the proposal form (see 1000.11)

C. Discussion of the proposal at a full division meeting is to follow. A written summary of the discussion at the division level, including any objections or recommendations, together with the departmental summary, is to be attached to the completed, dated, and signed Proposal Form, which material is forwarded to the VPAA and thence to the Curriculum Committee for acknowledgement or action as appropriate.

D. The action of the Curriculum Committee will be reported to the department chair(s) and the division coordinator. Depending on the nature of the curricular change, proposals accordingly acknowledged or approved by the Committee will be dealt with in one of the following ways:

1) reported to the faculty for information;
2) published to all faculty for a 30-day approval period (excluding time between semesters), during which time any written objections or recommendations from the faculty will be entertained. Such response, if received, will cause the approval period to be suspended until the resolution of the objection(s) or recommendation(s). Upon resolution of the objection(s), the proposal will be subject to a new 30-day approval period. Proposals with unresolved objection(s) will be presented at the next faculty meeting; or
3) placed on the agenda of the next faculty meeting for consideration and action.

(Faculty approval 12/85; rev. 4/97; 1/98; 3/98)