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|  | Revised 5/24/2023 |

**Curriculum Proposal or Change Form**

*Note: The boxes in this form will expand. Please do not limit your proposal text due to space restriction.*

This form is designed to provide key stakeholders in the SEHD with an opportunity to provide feedback for new and revised offerings. It is designed to be collaborative and provide programs with feedback throughout the approval process. Programs should begin by consulting the Associate Dean responsible for their program area. If you are proposing a new degree, please reach out to the Dean prior to submitting this form.

Step 1: After consultation with the Associate Dean, Faculty/Program fills out form in its entirety providing as much detail as needed for clear understanding and submits to Sandy.

Step 2: Student Information, including admission, advising, and requirements.

Step 3: Marketing and Recruitment Planning

Step 4: Assessment and Program Improvement plan.

Step 5: Code is requested for application and student tracking.

**Step 1: Please fill in the requested information.**

**General Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Program | | Email |
| Faculty member making request |  |  | |  |
| Date of Submission: | | | Effective Term\*\*: | |
| \*\*Per the Registrar’s Office, new programs and/or changes begin in the **fall term only**. | | | | |
|  | | |  | |

**Is this an Undergraduate or Graduate proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this a NEW program or a CHANGE to a current program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Has the program utilized a Market Intelligence report to support this proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please reach out to Julia Cummings if you have any questions about the Market Intelligence report.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Indicate Requested Action [X]** | | **Create** | **Change** |
| Certificate | |  |  |
| Concentration | |  |  |
| Endorsement/License | |  |  |
| Major | |  |  |
| Minor | |  |  |
| Degree\* | |  |  |
| Cohort Start or Delay | |  |  |
| Modify program delivery (online/f2f) | |  |  |
| Other: | |  |  |
| **If New, provide the following information:** | | | | |
| DRAFT Name of new offering  (30 character limit) |  | | | |
| Applicable Degree (s) |  | | | |
| Total Credit Hours (min/max) |  | | | |
| Format: Online, hybrid, f2f, Remote, etc. |  | | | |
| If a Partnership program, please provide this information | * Name of program * Career Level of Program (UG, MA, Doctoral) * Will 50% or more of the program be completed at the partnership location * Name of Location | | | |

**Proposal Components**:

|  |  |
| --- | --- |
| Program Description and title for Catalogs, website (mission, philosophy). Unique features? |  |
| Rationale for market need per Market Intelligence Report |  |
| How does the program fit with the University’s and SEHD’s Vision, Values, Mission & Goals? |  |
| What is the relationship to other programs (synergy or overlap)? Have closely related programs been consulted? |  |
| Courses associated with the proposal (list new and current courses) |  |

**Step 2: Student Information and Academic Services**

**Complete with Academic Advisor and/or Asst. Dean for Student Success & Enrollment Management**

|  |  |
| --- | --- |
| Admission criteria and application requirements. |  |
| Program Plan: requirements to complete the degree/certificate, etc. Include final project, thesis, etc. Handbook information. Degree/Program plan. |  |

**Proposal moves to step 3.**

**Step 3: Marketing and Recruitment Planning**

**Meet with Director of Marketing and Manager of Recruitment & Outreach**

|  |  |
| --- | --- |
| **Target Audience** |  |
| **Collateral** |  |
| **Website** |  |
| **Other:** |  |

**Proposal moves to step 4.**

**Step 4: Academic Assessment**

**Review with the Executive Director of the SEHD Assessment and Program Improvement.**

|  |  |
| --- | --- |
| Identify Student Learning Outcomes (program level typically 3-10 defined by program faculty). Note, this information will be provided on the program web site. |  |
| Identify external professional or accreditation standards (if applicable) which this program or offering would meet. |  |

Complete the following matrix of learning outcomes and learning experiences (courses, internships, etc.) indicating where students would have a significant opportunity to learn the skill or knowledge for the program. Add rows and columns as needed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learning Outcomes | Course 1 | Course 2 | Course 3 | Internships |
| Learning Outcome 1 |  |  |  |  |
| Learning Outcome 2 |  |  |  |  |
| Learning Outcome 3 |  |  |  |  |
| Learning Outcome 4 |  |  |  |  |

|  |  |
| --- | --- |
| Describe the assessments that will be used to gather evidence that students have met each of the major learning outcomes for the program. Note, this information will be provided on the program web site. |  |

## Complete the following matrix identifying where key assessments of learning will be carried out for each learning outcome. (Listed assessments are provided as examples only.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Course 1 | Course 2 | Course 3 | Internships |
| Learning Outcome 1 | Literature review |  | Research Paper |  |
| Learning Outcome 2 | Presentation | Project |  |  |
| Learning Outcome 3 |  |  |  | Service Learning Project |
| Learning Outcome 4 |  | Self-Assessment | Project |  |

**Proposal moves to step 5 – Code.**

**Step 5: Code Request**

|  |  |
| --- | --- |
| Code requested and date of request. |  |

**Step 6: Application**

|  |  |
| --- | --- |
| Application: added and what term is 1st term to be offered. |  |