

PROPOSAL TO CREATE A NEW OR MODIFY AN EXISTING CURRICULUM

CREATE NEW CURRICULUM

MODIFY EXISTING CURRICULUM

Instructions:

- 1) ***Complete ALL Fields. If a field is not applicable, then enter NA. Forms that are incomplete will not be reviewed.***
- 2) ***Do not delete any part of the form.***
- 3) ***Proposal must be submitted 10 days prior to meeting. Meetings are on the first Friday of every month.***
- 4) ***Representative must be present at meeting. Please note: March is the last date for changes to be made in order to be placed in the next catalog.***
- 5) ***If the form becomes unresponsive, use the up and down arrow keys to navigate the text boxes and check boxes. If the form still does not respond, save your document and reopen it.***

DATE:

COLLEGE/INSTITUTION:

DEPARTMENT:

EFFECTIVE DATE:

Provide a one sentence description of the change (i.e., Prerequisite change for EN XXX)

I GENERAL INFORMATION

A. Purpose of change(s).

B. Need for change(s).

C. Provide a detailed description of the planning process followed in preparing this proposal. Include how the proposed change fits into your curriculum plan for the program.

D. Do these changes reflect new accreditation or certification requirements?

Yes

No

E. Relationship of new curriculum to other colleges/institutes

1. Does this change affect any core courses (i.e., general education requirements)

Yes

No

2. Does this change affect any students outside of your college/institute that may be working toward a minor in your program?

Yes

No

If yes, then how?

3. If yes to #2, has the relevant Department Chair been notified?

Yes

No

4. Proposals that have an impact on any other program or course across campus must be accompanied by letters from the chairs of the departments affected, stating their reactions to the proposed changes, additions, etc.

F. Summary of changes

G. Comparison of the existing and new curriculum

This should be presented as a chart with three columns. If more rows are needed, include a separate Word document with your chart with three columns.

Previous Curriculum	Changes	New Curriculum

H. List of requirements as they will appear in the MUW Bulletin

I. Modality

Existing Modality

Change/Additional Modality

J. Percent of degree hours completed online

II. ACADEMIC INFORMATION

A. To what extent will present faculty need to upgrade their competencies in order to meet the instructional requirements of the new curriculum?

Will the new curriculum be taught by existing faculty? Yes No

Please explain how the course will be taught within the current faculty load and course rotation.

B. Will additional funds be needed for equipment or supplies?