

Guidelines For Proposing Curricular Changes

This document provides guidelines and a template for proposing any program creation or modifications. Additionally, a rubric for how such a proposal will be evaluated by the Academic Affairs Committee is included.

Modifications to a program include course additions, course sequencing changes, any changes to graduation requirements, or proposed modifications to the program goals or objectives. Regardless of the scope of modifications being proposed, all aspects of these guidelines must be addressed and all portions of the template must be completed.

Definition of Terms:

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

Program — Academic entity with unique graduation requirements; synonymously with “major.”

Goal — A broadly stated desired result.

Objective — Specific components of the goal.

Proposal Timeline:

Agenda items must be submitted to the chair of the Academic Affairs committee by **5 p.m. on the Wednesday preceding** the committee’s meeting. Prior approval by the Office of Academic Affairs is required.

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 Requirements:

All proposals must include various components. The documentation and extent of these components are proportional to the proposed changes, but all must be addressed to explain **(1)** how the proposed modifications strengthen the affected programs, **(2)** the feasibility of the modifications given staffing and capital requirements, and **(3)** if the modifications adequately address potential concerns related to other programs.

To that end, proposals must adhere to the provided template, which includes a cover letter, a clear rationale for the proposal, supporting documentation that clearly and directly supports the decision and rationale for all proposed changes, a syllabus for each newly proposed course, catalog statement changes associated with the modifications, and impacts and implications of the proposal, among others.

Using the Template:

Replace all of the text highlighted in **yellow** with the specified information. Be sure to fully and completely do so, including areas that may not seem applicable (*briefly explain why it isn’t applicable in the designated space*).

Do not modify the Table of Contents or the page titles/headings. The template is constructed so the Table of Contents should automatically populate if these instructions are followed. To update the Table of Contents page numbers, you might need to right-click on it and select “update” or a similar option from the provided menu.

You may include additional and supplemental information in the Appendix if said content does not fit into one of the required sections. If you have no information to include in the Appendix, you may delete those pages. Likewise, you may delete these guidelines and instructions before submission. In such a case, the document would begin with the Evaluation Rubric that will be used by the Academic Affairs Committee.

Should you have any questions regarding this template or any other aspect of the process, contact the Academic Affairs chair.

Evaluation Rubric

Proposal Title: [TITLE] Department: [NAME] Date Submitted: [##/##/####]

Using the below forms (mark the appropriate box with an "X" or a checkmark; provide comments and feedback in the proper spaces), Academic Affairs Committee proposal reviewers should analyze the submitted curricular change proposal to evaluate the quality and completeness as a step in deciding whether the changes should be categorized by one of the following options: **Approved**, **Revise & Resubmit**, or **Denied**.

ACADEMIC AFFAIRS EVALUATION MATRIX	Met	Additional Information Needed
Inclusion of all required components		
In-depth and detailed overview of the proposed changes		
Clearly included and cited comprehensive supporting documentation		
Catalog changes and impacts addressed		
Complete analysis of impacts and implications of proposed changes for various stakeholders		
Syllabi for newly proposed courses are present and include specified information		
Two-year faculty course rotation and Load sheets are present and include specified information		
Overall quality and completeness of the proposal		

Comments & Feedback	
Do the proposed changes strengthen the affected programs?	
Are the proposed changes feasible given staffing and capital requirements?	
Does the proposal adequately address the potential concerns related to other program units?	
Modifications proposed by the Academic Affairs Committee?	

DECISION (circle one)		
Approved	Revise & Resubmit	Denied

CURRICULAR CHANGES PROPOSAL



Sterling College

[TITLE]

[DEPARTMENT]

Submitted by:

[NAME, TITLE]

[NAME, TITLE]

[Submission Date]

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Welcome Letter & Executive Summary

Write a statement to the Academic Affairs committee that introduces the proposed curricular modifications. Briefly address points you will unpack in more detail throughout the proposal. This should include an overview of the changes being proposed, the rationale for these changes, and the implications of these changes.

This section is your opportunity to outline your argument for why such modifications should be approved.

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Proposal Overview

Write a narrative statement discussing in detail the proposed curricular modifications. Address the points you unpacked in more specific detail throughout the proposal.

This should include a description of what the proposed modifications entail. Be sure to include thoughts concerning the timeline for the changes, how the changes strengthen the affected program, the feasibility of the changes given staffing and capital requirements, and how you addressed potential concerns related to other programs.

As it relates to the necessary points of inclusion, clear and direct support for all proposed modifications is absolutely necessary.

In essence, this section is your opportunity to build your argument that such modifications should be approved.

Rationale & Supporting Documentation

Briefly overview the rationale and supporting documentation undergirding the proposed modifications.

Assessment Data

Discuss, cite (*footnotes, endnotes, links, etc.*), and share the assessment data/information that supports your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Previous Program Reviews

Discuss, cite (*footnotes, endnotes, links, etc.*), and share aspects of the previous program reviews that support your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Student Surveys

Discuss, cite (*footnotes, endnotes, links, etc.*), and share the student survey data that supports your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Peer Institutions

Discuss, cite (*footnotes, endnotes, links, etc.*), and share what other institutions offer that support your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

General Education Objectives

Discuss, cite (*footnotes, endnotes, links, etc.*), and share the general education objectives that support your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Common Objectives for all Majors

Discuss, cite (*footnotes, endnotes, links, etc.*), and share the common objectives for all majors as identified in the catalog that support your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Departmental Objectives

Discuss, cite (*footnotes, endnotes, links, etc.*), and share the departmental objectives that support your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

National Standards

Discuss, cite (*footnotes, endnotes, links, etc.*), and share the national standards that support your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Professional Publications

Discuss, cite (*footnotes, endnotes, links, etc.*), and share the professional publications that support your proposed modifications. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Catalog Statement Changes

Briefly overview the catalog statement changes necessitated by the proposed modifications. Be sure to discuss how the changes would impact the catalog in a wholesale manner (*e.g., does it go against current standards for major or minor size, does it cause friction with general education requirements, does it dramatically alter how portions of the catalog are phrased, et cetera*).

Current Verbiage

Include how specific portions the catalog currently reads. This can likely be copied and pasted from the current catalog.

Proposed Verbiage

Write how the specific portions of the catalog should read if this proposal is adopted.

Impacts & Implications

Briefly overview the impacts and implications of the proposed modifications.

Current Student Impacts

Discuss how current students will be impacted by this change. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Transfer Student Impacts

Discuss how transfer students will be impacted by this change. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Future Student Impacts

Discuss how future students will be impacted by this change. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Related Program Impacts

Discuss how other academic programs will be impacted by this change. Be sure to highlight the discussions that were had with the representatives of these departments to ensure everyone is on the same page and aware of the proposed changes. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Online Program Implications

Discuss the implications of this change for online programs. This could include course development and/or redesigns, scheduling, load, general education course offerings, et cetera. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Registrar Impacts

Discuss how the Office of the Registrar will be impacted by this change. Be sure to highlight the discussions that were had with the representatives of this department to ensure everyone is on the same page and aware of the proposed changes. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Budget Implications

Discuss the financial and budgetary implications of this change. If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

Load Implications & Course Rotations

Discuss the load implications of this change.

Additionally, outline the two-year faculty course rotations that would result from the proposed changes, and include faculty load sheets for all members of the impacted department. If necessary, you can insert a table into this space to efficiently and neatly incorporate the course rotations and faculty loads.

If the scope of this proposal does not necessitate the inclusion of this information, please briefly explain why.

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Concluding Thoughts & Statements

Write a statement summarizing the proposed curricular modifications. Briefly address points you unpacked in more detail throughout the proposal. This should include an overview of the changes being proposed, the rationale for these changes, and the implications of these changes.

This section is your opportunity to seal your argument that such modifications should be approved.

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Appendix

[TITLE/DESCRIPTION]

Include additional and supplemental information here. For individual pieces of information, simply insert a page break so each starts on its own page. Copy and paste the above [TITLE/DESCRIPTION] heading/title at the top of each new page in order for the Table of Contents to automatically populate.

*** Crucially, a syllabus for each newly proposed course needs to be included. It is understandable if each syllabus is presented in an abbreviated and condensed form because all syllabi will look the same due to the template provided by Sterling College and because developing a course schedule is contingent upon when the course would be offered (MWF, TTh, weekly, or online). Still, each syllabus that is included should specify the following at minimum:

- Course Description
- Course Objectives
- Links with Larger Program/Institutional Objectives
- Sample Course Content and Text/Readings
- Methods of Assessing Whether Students Have Meet the Course Objectives

For large-scale modifications, please include a comparison of the current major requirements versus the proposed major requirements.

If applicable, it could also be helpful to include career opportunities augmented by the proposed changes and additional materials that served as inspiration for this proposal.