

New Curriculum Proposal Planning Template

(To be used during the period when the CourseLeaf Curriculum Management system is not yet available to receive proposals for a future academic year)

The CourseLeaf curriculum management system will ask you to provide the following information, which will be reviewed by the Faculty Curriculum Committee.

Summary Information:

1. Title as it will appear on a transcript (maximum 30 characters)
2. Title as it will appear in publications
3. College
4. Department
5. Is this a jointly offered program? (Mark "yes" if this program is an interdisciplinary collaboration, such as the Ecotheology minor, the Costume Design and Production major, and the Interactive Art and Computing minor).
6. Which departments other than your own are impacted? (For instance, will any of the courses included in the program be offered by other departments or will the services of any student support offices, such as Center for Career and Calling, be required?)
7. Effective Catalog edition (This is the academic year in which the change will become effective. Changes proposed Autumn Quarter of the current academic year will become effective in the next academic year, which begins with summer quarter.
8. Curriculum Type (e.g., major, minor, certificate, doctoral program, master's program)
9. Academic Level (undergraduate, master's, doctoral, etc.)
10. Degree Type (e.g., BA, BS, EdD, PhD, MA, MEd, etc.)

Proposal and Description and Rationale

Please indicate the nature of proposed changes (e.g., A new major in x; discontinuation of x curriculum, addition of concentrations to x curriculum, etc.) and the reason for the proposal.

Address the intellectual, curricular, and/or programmatic merits of the proposal in the context of the mission and goals of your department and the institution.

What is the total number of credits required for the curriculum?

Program Length? (See University policies regarding credit requirements for programs here: <https://wiki.spu.edu/x/bwAACw>)

Will this curricular change impact the department's ability to provide faculty to teach in the Common or Exploratory Curriculum at the undergraduate level?

Catalog

Please provide the proposed catalog narrative text for this curriculum.

Provide the list of Degree Requirements as they will appear in the catalog.

Planning

Provide a description of the planning process followed in preparing this proposal. This section should include (if appropriate):

- A discussion of how the proposal fits into the strategic plans and goals of your department or curriculum.
- Evidence of need for the curriculum. (For new degrees, provide evidence of market analysis, including a comparative analysis of the offerings at SPU and those at peer institutions.)
- A timetable for implementation.

Assessment

Please list the specific student learning outcomes (SLOs) for the proposed curriculum. Give examples of how student achievement of curriculum SLOs will be assessed (for instance assignments, projects, performances, standardized tests, surveys, etc.).

How do the student learning outcomes identified above align with the learning outcomes of your department?

Which faculty/staff positions in your academic area will be responsible for collecting assessment data?

Budget

What are the resource and budget implications of this proposal?

Please provide:

- A description of institutional financial support, both new funds and reallocation of current resources.
- Projections (revenue and expenditures) for each of the first three years, including financial considerations associated with the change itself.

Resources

What faculty and staff do you need to accomplish this proposal? This section should include:

- A summary of faculty load credit changes associated with the proposal.
- A list of the current faculty and staff whose loads or work responsibilities will be affected by the proposal. Include the educational and professional qualifications of these individuals as they relate to the proposed changes.)
- A description of the anticipated resources and plans to secure additional qualified faculty and staff, as appropriate.
- Library or Educational Technology resources and instruction. (Consult with the appropriate librarian about any changes in library or educational technology resources and instruction required by this proposal.)
- Physical facilities & equipment needs
 - Describe the adequacy and availability of current physical facilities—e.g., classrooms, laboratories, etc.—and equipment that will be used by the proposed curriculum.
 - Describe any changes in physical facilities or new equipment required by the proposal.
- Any student services required for this proposal. (For example, if your program requires that students complete an internship, recognize that this will impact the Center for Career and Calling. As appropriate, please have a conversation with the affected departments about anticipated impacts before submitting your proposal.)