

West Virginia Northern Community College - Curriculum Proposal Form (Revised 8/18)

Name:

Title:

Proposal: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> New Program | <input type="checkbox"/> Change Current Program Total Credits |
| <input type="checkbox"/> Program Retirement | <input type="checkbox"/> Change Sequence of Classes in Current Program Layout |
| <input type="checkbox"/> New Course | <input type="checkbox"/> Change Current Course Description |
| <input type="checkbox"/> Course Retirement | <input type="checkbox"/> Change Current Course Title |
| <input type="checkbox"/> Change in Current Program Layout | <input type="checkbox"/> Change Current Course Pre/Coreqs |
| <input type="checkbox"/> Change in Current Program Description or PLO's | <input type="checkbox"/> Change Current Course Credit Hours |
| <input type="checkbox"/> Other – please explain below | <input type="checkbox"/> Change of Current Course SLO's or CLO's |

Proposed Implementation Semester and Year _____

List program(s) or course(s) affected by these changes. If no programs or courses are affected, please state "NA" below.

List of documentation required:

- For new courses or changes to existing courses, provide a new MCG using the current MCG format.
- For new programs or changes to existing programs, provide a program layout and program description.
- For program retirement, please contact Dr. Loveless for documentation required.

Please answer the following questions related to your curriculum proposal:

1. Why are you recommending these changes? (courses outdated, recommendation of advisory committee, results of assessment activities and data, better attainment of program/course outcomes)

2. What impact will these changes have on other courses or programs? (List impacted programs and comments or input you have gathered from other faculty, program directors, or Division Chairs)

3. What impact will these changes have on institutional resources? (Budget, faculty, equipment, labs, etc.) Have you already discussed this impact with appropriate personnel (financial aid, administration, division chair, other faculty)?

4. What impact will these changes have on current students? How will you ensure that current students are not penalized by these changes?

5. What impact will these changes have on transferability, national/regional association standards, etc.?

6. What impact will these changes have on the institution's mission and student's achievement of general education outcomes/requirements?

Required Signatures

Signature Faculty Member

Date

Printed Name

.....

Signature of Program Director

Date

Printed Name

.....

Signature of Division Chair

Date

Printed Name

.....

Curriculum Committee Recommendations:

Approved

Denied

Approved with Modifications (attached)

Signature of Curriculum Committee Chair

Date

.....

Vice-President, Academic Affairs Recommendation:

Approved

Denied

Approved with Modifications (attached)

Signature

Date

.....

President's Action:

Approved

Denied

Approved with Modifications (attached)

Signature