

## PROVOST'S AND INSTITUTIONAL REVIEW OF CURRICULUM PROPOSALS AND START UP OF NEW PROGRAMS OF STUDY (11/2013)

### For Courses and Established Programs

Items 4-11 may take place concurrently and the proposal is not finalized with the Registrar for implementation until all steps are approved. A six month window at minimum is needed for approval and in some cases may take longer. Items with a \* may not need to be addressed for courses and established programs of study.

1. Discussion with Dean and program faculty
2. Discussion with Provost
3. Proposal must address Series 11, and demonstrate a plan for sustainability and need\*
4. Clear with Chancellor\*
5. Clear with HLC\*
6. Clear with USDOE\*
7. Clear with Budget Committee\*
8. Clear with BoG\*
9. Clear with Registrar and Financial Aid
10. Clear with DL Committee if (DL course,  $\geq$  75% of the course is using a DL format)\*; or hybrid course
11. Clear with Curriculum Committee
12. Clear with Faculty Senate
13. Send to Director of Assessment changes to Concrete General Education Assessment points and materials
14. Send to Registrar when all items are met

Formatting, accuracy, and clarity are reviewed as well as the following:

- I. Proposal is clear like an executive summary, so that changes can be made easily in Catalog and other places. Change meets the mission of the college.
- II.
  - A. List course prefix, number, title and credit hours
  - B. List course prefix, number, title and credit hours
  - C. List course prefix, number, title credit hours and interchangeable program
  - D. New courses (1-4)
    - Check should have been done with Registrar for course prefix, number, title Ownership
    - Elective or required course
    - Appendix- Course description in catalog form, with PR/CR , major restrictions
    - Appendix – Detailed course outline with 2 levels
    - Appendix- Incoming course expectations, Course outcomes, and methods of assessment, be specific in assessment, include rubrics and measure
    - State whether the course will be a general education assessment point, and what gen ed outcome it meets
  - E. Include prefix, number, title and credit or other change. List current and desired change
  - F. Appendix – Summary of proposed changes with gain or loss of hours
    - Appendix-
      - model schedule for the catalog (check gen ed credit hours),
      - \_check gainful employment contact hours for CAS,
      - any changes in program description that is suitable for cut and paste into catalog. -State dev ed required for program and if it required before entry in the program of study.

- III.
  - A. Justification of proposal
  - B. Anticipated results of curricular change
  - C. Costs associated with change, be as specific as possible. For new programs, note that cost will be incurred in general education benchmark courses, and Academic Studies should be notified. For new programs model for sustainability will need to be addressed. Remember currently tuition is capped at 12 credit hours when you address this section.
- IV School notification
- IV. Additional Comments- for clarity or extra space for new programs to include Series 11 information.

**For New Programs of Study**

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2. Discussion with Provost
3. Proposal must address Series 11, and demonstrate a plan for sustainability and need
4. Clear with Chancellor
5. Clear with HLC
6. Clear with USDOE
7. Clear with Budget Committee
8. Clear with BoG
9. Clear with Registrar and Financial Aid
10. Clear with Curriculum Committee
11. Clear with DL committee if DL format ( $\geq 75\%$  of the course is DL); or hybrid course
12. Clear with Faculty Senate
13. Send to Director of Assessment changes to Concrete General Education Assessment points and materials
14. Send to Registrar when all conditions are approved

**Series 11 Items to Check**

General Ed Course hours (clearly identify benchmark courses (see core transfer list

CAS – 30 hr with 6 gen ed benchmark in Quantitative and Communication

AAS – 60 hr with minimum of 15 gen ed benchmark credits

AA, AS, AFA- 60 hr with minimum of 24 gen ed benchmark credits

Advanced Skill Set – 12-29 hr

Skill Set- 1-11 hr

1. Provided Location of Delivery:  
Delivery outside the service Area-or location of delivery of courses (must be approved by Chancellor and HLC).
2. Provide Format of Delivery (Face to face, hybrid, DL, practica/internship):  
DL Programs (50 % more of the course credit hours meet course distance learning definition (see above) must be approved using HLC form.
3. General Education benchmark courses and assessment points must be submitted.
4. Provide statement of how program ties in with the institutional mission

5. List similar programs in WV, why additional program desirable
6. Resources adequate- personnel, financial, equipment
7. Clientele to be served(demographics, institutions, industry
8. Employment opportunities with references and documents
9. Program impact
10. Cooperative agreements
11. Program administration
12. 5 year projection for growth and development (Form 1 and 2 Series 11)-include budget for facilities, faculty, support services, operating resources, source of operating resources.
13. Program evaluation, viability adequacy, necessity planned (qualitative and quantitative)
14. Accreditation status.

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- V. Proposal is clear like an executive summary, so that changes can be made easily in Catalog and other places. Change meets the mission of the college.
- VI.
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  - B. List course prefix, number, title and credit hours
  - C. List course prefix, number, title credit hours and interchangeable program
  - D. New courses (1-4)
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      - model schedule for the catalog (check gen ed credit hours),
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      - any changes in program description that is suitable for cut and paste into catalog. -State dev ed required for program and if it required before entry in the program of study.
      - For new programs of study, include:**
      - CIP code
      - concrete general education assessment points on model schedule
      - if course meets gen ed outcome state which outcome and provide assessment
- VII.
  - A. Justification of proposal
  - B. Anticipated results of curricular change
  - C. Costs associated with change, be as specific as possible. For new programs, note that cost will be incurred in general education benchmark courses, and Academic Studies should be notified. For new programs model for sustainability will need to be addressed. Remember currently tuition is capped at 12 credit hours when you address this section.

IV School notification

VIII. Additional Comments- for clarity or extra space for new programs to include Series 11 information.