

CURRICULUM DEVELOPMENT APPLICATION

New Career and Technical Education (CTE) Certificate and Degree Programs

Consult with CRC Curriculum Coordinator to obtain Submission Requirements and Effective Date, Bldg. 9/104G, ext. 5080

Originator and Program/Department Codes			Date of Application: _____		
Originator:		Ext.	Program Name:		
Division # (1 digit):	Banner Reporting Code # (4 digits)		Banner Org. # (6 digits):		
Who will be presenting this item to the Curriculum Committee?					
Program Information					
Certificate/Degree Title:					
If appropriate: Is this Certificate wholly-contained within or otherwise related to another certificate or degree program? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, which program?					
Plans and Descriptions					
Describe plans and include descriptions which provide evidence of: 1) the need for this change, 2) the student clientele to be served, 3) procedures used in arriving at the decision to change, 4) organizational arrangements required within the institution to accommodate the change.					
<input type="checkbox"/> Workload, staffing, budget ramifications, and space issues for this curriculum proposal have been reviewed and addressed.					
<i>Program Chair Signature:</i>			<i>Date:</i>		
For New Program/Certificate, Attach the following:					
<input type="checkbox"/> Advisory Committee Minutes reflecting members' request and/or approval to revise the program. Minutes should list the proposed revisions		<input type="checkbox"/> Program Narrative			
<input type="checkbox"/> Term-by-Term Course Listing <i>(use CTE program template available on Employee Dashboard)</i>		<input type="checkbox"/> Program Outcomes			
<input type="checkbox"/> If you are including courses outside of your area, you need to attach correspondence from the impacted department		<input type="checkbox"/> Program Assessment			
		<input type="checkbox"/> Program Prerequisites <i>(Getting Started)</i>			
		<input type="checkbox"/> NWCCU Addendum beginning on page 2 of this document			
Administration Signatures and Recommendations					
Department Administrator's Name			Executive Dean's Name		
Signature X			Signature X		
Date	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	Date	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>

Complete following pages

Information for Northwest Commission on Colleges and Universities (NWCCU)
(Important: Consult with Curriculum Coordinator)

Please provide the information requested below in order to submit to NWCCU once approval from HECC is granted. Keep your response to no more than two paragraphs. Fees are assessed by NWCCU and can be found at <http://bit.ly/29wZgki>.

Mission and core themes: Write a clear statement of the nature and purpose of the change in the context of institutional mission and core themes.

Cite evidence here.

Formal Approval Process: Describe the process for obtaining formal approval by the governing board and the appropriate governmental agency (if applicable) to offer the proposed existing and/or new program(s) at the proposed site(s). Attach evidence of approval using memos, letters, or official notification documents.

Cite evidence here.

Educational Offering(s): Provide a description of the educational offering(s). Include a list of required program courses in the program sequence.

The degree consists of ____ credit hours over six terms. The sequence of courses will be:

Method of Instructional Delivery: Provide a description regarding the method of instructional delivery (i.e. percent of face-to-face, hybrid, distance education, and/or competency-based delivery).

Cite evidence here.

Expected Student Learning Outcomes: Provide a list and description of expected student learning outcomes.

Cite evidence here.

Plan for Assessing Student Learning Outcomes: Provide a description of the plan for assessing student learning outcomes.

Cite evidence here.

Review and Approval Process: Describe the process for review and approval by the appropriate academic policy body of the institution. Provide the date of the approval. If applicable, attach a copy of letters or documents with evidence of the approval.

Cite evidence here.

Student Support Services: Consult with Student Support Services, and then describe the capacity of Student Support Services to accommodate the change. Include a description of admissions, financial aid, advising, library tutoring, and other support resources specific to this request.

Cite evidence here.

Implications of the Change to Student Body: Describe the implications of the change for services to the rest of the student body.

Physical Facilities: Outline the provision(s) made for physical facilities and equipment to accommodate the change.

Library and Information Resources: Describe the adequacy and availability of library and information resources.

Faculty: List the educational and professional qualifications of the faculty relative to their individual teaching assignments.

Faculty and Staff: List the anticipated sources or plans to secure qualified faculty and staff.