CURRICULUM DEVELOPMENT APPLICATION

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

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

Originator and Program 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?			

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.

☐ Workload, staffing, budget ramifications, and space issues for this curriculum proposal have been reviewed and addressed.

Program Chair Signature: _____ *Date:* _____

Revised Program Information

Certificate/Degree Title:

Proposed Changes to Program– Check all that apply:

☐ Program Title
☐ Change in core course requirements

☐ Total Credit Hours
☐ Total Contact Hours
☐ Course Title Revision(s)

☐ Term-by-Term Reorganization
☐ Other (Please Specify): _____
_____

For program revision, attach:
☐ Advisory Committee Minutes reflecting the member's request and/or approval to revise the program, and listing the proposed revisions
   - Obtain approval to revise prior to development; the Curriculum Committee will provide final approval recommendation
☐ Term-by-Term Course Listing
☐ If you are adding or removing courses outside of your area, you need to attach correspondence from the impacted department(s)

Administration Signatures and Recommendations:

Department Administrator's Name			Executive Dean's Name		
Signature X			Signature X		
Date	Recommended	Not Recommended	Date	Recommended	Not Recommended
	☐	☐		☐	☐

Complete following page

Keep your response to no more than two paragraphs.

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.