

Curriculum Development Form

New Program (Academic Award)



Program Name (Academic Award): _____

CIP Code: _____

Type of Academic Award: AA AAS AFA AS Diploma Certificate

Current Location: Faribault North Mankato Proposed Location: Faribault North Mankato

Contact Person: _____ Proposed Credits: _____

Date of Proposal: _____ Proposed Implementation Date: _____

What program is being proposed? _____

What impact will this _____
new program have? _____

Describe the rationale _____
for this new program: _____

Attach additional material if necessary

As Faculty Developer, by signing this *New Program* form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation

- Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
- Explored existing program offerings to identify potential duplication
- Gathered Labor Market data
- Completed Intention Form

MnSCU Notice of Intent (NOI) — Program Navigator

- Program Plan brought to Curriculum Committee for information purposes
- Articulation agreement included for AA, AS, AFA programs
- Vice President of Student and Academic Affairs approval
- President approval
- MnSCU Program Navigator upload — New Notice of Intent (NOI) informing other MnSCU colleges/universities of the program
- MnSCU initiates the intention stage for feedback; 60 days to complete official paperwork after MnSCU approval

Continue the Curriculum Development Process

- Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
- Identified prerequisites (if any) for admission to the program
- Created program description in WIDS
- Created measurable program student learning outcomes in WIDS
- Proofread documentation for correct content
- Proofread documentation for grammatical and typographical errors
- For technical programs, the change was discussed at Advisory Committee meeting (upload meeting minutes)
- Uploaded additional documentation to WIDS (comparison template, etc.)

Faculty Developer Signature

Date

As Primary Department Chair, by signing this *New Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback
- Proofread documentation for correct content and proper structure
- Proofread documentation for grammatical and typographical errors
- For LAS programs, signature of all LAS Department Chairs included

I support this program plan I do not support this program plan — please provide reason(s):

Primary Department Chair Signature

Date

For all new programs, if Primary Department Chair does not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this *New Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature

Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature

Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature

Date

If all four LAS Department Chairs do not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this *New Program* form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar's Office)
- Provided supporting documentation to populate Program Navigator

I support this program plan I do not support this program plan — please provide reason(s):

Academic Dean/Director Signature

Date

If Academic Dean/Director does not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee

Following Curriculum Committee support, this form is completed with final signatures

Curriculum Committee Chair Signature

Date

Vice President of Student and Academic Affairs Signature

Date

President Signature

Date

The following steps are possible post-approval steps

New Program

Upload to MnSCU Program Navigator

- Curriculum Committee Chair electronic approval
- Vice President of Student and Academic Affairs electronic approval
- President electronic approval
- Vice President of Student and Academic Affairs electronic approval (2nd)
- MnSCU reviews for final approval
- MnSCU grants approval

Student Affairs

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study

Federal Dept. of Education review

Higher Learning Commissions (HLC) review