Please note: All curriculum/course proposals must have final approval at least one full semester (not counting summer) prior to implementation. In the case of online or blended courses, consult with COOL Committee to determine if more time is needed to allow for COOL Committee review and approval.

1. Person initiating proposal is responsible for obtaining and completing the proposal form and all supporting documentation (e.g., course syllabus, revised curriculum plan, etc.). Appropriate Program Director must be consulted for departmental approval and course code if needed. **Initiators should make sure to be using the most recent version of the Curriculum Proposal form, which is available for review on the Academic Affairs web page (check date stamp for verification).**

2. That person creates a **NEW document that consists of BOTH the curriculum proposal and supporting documentation (all one document).** [Note: It is suggested that this new document be given a name with a prefix for the department of origination for identification purposes.]

3. That person then sends this completed document as an email attachment to Julia Ingersoll, VPAA, with a cc to Carol Martin, for her review.

4. If the proposal is not approved, Julia will return with feedback/requested changes.

5. If the proposal is approved, Julia will upload to Digisigner, sign, and send to Curriculum Committee chair. Julia will notify initiator of approval.

6. The Curriculum Committee Chair will be responsible for adding the item(s) to the next available Curriculum Committee agenda and for distributing copies of the proposal (this is done by saving a PDF copy which can then be distributed to Curriculum Committee members along with the meeting agenda).

7. If proposal is not approved by Curriculum Committee, the initiator will be in attendance to hear the Committee’s feedback. That person will remain responsible for revisions and resubmissions and must resubmit to Julia for reupload (so that the current version remains the only active document) before next submission to Curriculum Committee.

8. If/when the proposal is approved by Curriculum Committee, the Curriculum Committee chair signs the Digisigner document; Julia is automatically notified of this and can then forward to COOL Committee (if needed) and Faculty Senate chair.

9. When the next party receives this invitation from Julia, he/she will know to add the item(s) to the next committee (COOL or Faculty Senate) agenda.

10. The procedure for the next steps (COOL Committee and/or Faculty Senate) follows the same sequence as outlined in items 6 through 8 above. If approved by all preceding committees, chairs sign, and Julia is notified to provide final approval. Julia then distributes information to Registrar, Catalog, etc.
Proposal Title: ____________________

To preserve the integrity of the academic curriculum, new face2face, online and blended courses must follow the approval process. All curriculum must be initiated by the program director responsible for the course or program and have preliminary approval of the Vice President for Academic Affairs prior to submission to the Curriculum Committee and Director of Online Learning and Development (when applicable). The Curriculum Committee meets monthly; refer to the Academic Committee schedule or contact the Chair of the Curriculum Committee for exact dates. The individual making the proposal must present it to the curriculum committee at the designated meeting. See instructions on preceding page for steps to completion.

Type of Proposal (check one): ________ New Course ________ New Program ________ Program/Course Modification

Summary of Proposal:

Summary of Proposal: Please include rationale, benefits, and all financial implications this proposal will have on the college. Make sure to note the date or semester of implementation and the potential impact on current students (e.g., will this change affect all students? Will any be grandfathered?). Also indicate the anticipated student enrollment if applicable.

Please attach an additional sheet if more space is needed.

Initiated by: ___________________________ Date: __________________

Semester this Course/Program to be offered: __________________________

Impact on currently enrolled students: __________________________

Date __________________

Vice President of Academic Affairs (presented for initial approval)

Date __________________

Chair of Curriculum Committee

Date __________________

Director of Online Learning and Development (for online and blended courses)

Date __________________

Faculty Senate President

Date __________________

Vice President for Academic Affairs (final approval)

Date __________________