*Academic Policies & Curriculum Committee*

PROGRAM PROPOSAL (Add, Modify, Delete)

All proposals must be approved and emailed by respective Dean to curriculum@asbury.edu.

Before you begin, please save file as: “YYYYMMDD\_Program Name\_<dept abbrev>.docx

Note: All fields are required. Incomplete forms will be returned to sponsoring faculty.

**Program Name**:

**Proposed by:**  **Sponsoring Dept(s):** **Dean(s):**

**Part 1:** Curriculum Proposal *(Check all that apply.)*

Proposal: Program Type:

 [ ]  New program [ ]  Major^

 [ ]  Modify existing program [ ]  Minor

 [ ]  Change current program name [ ]  Graduate

 [ ]  Overhaul existing program [ ]  Foundations\*

 [ ]  Remove/phase out program [ ]  Other:

 \*Also requires Liberal Arts Council

 ^Any major leading to teacher certification also requires approval by Teacher Education Committee.

**Part 2:** Rationale and Program Information

1) Provide the rationale for proposing this program or this change.

2) Please provide a brief description of the program or list of proposed changes.

3) List the overall program Student Learning Outcomes (SLOs) with respective courses for each SLO.

4) Describe increasing levels of complexity across this program. (Foundations change may skip.)

5) List 2-3 major questions this program will address with the Christian Liberal Arts worldview.

(e.g., What are the ethical issues in this field? What does the field say about what is and is not real? What does the field say about the nature and limits of knowledge?, etc.)

**Part 3:** Resources and Research

1) New suggested major sheet or current and proposed major sheet(s) attached. [ ]  Yes [ ]  No

2) New programs: suggested student course plan to completion is attached. [ ]  Yes [ ]  No

 (Undergraduate programs include Foundations)

3) Number of new faculty needed: [ ]  Full Time # [ ]  Part Time #

4) Anticipated advisor(s):

5) Market demand report for new program or major change is attached: [ ]  Yes [ ]  No

6) List three of Asbury’s competing institutions for this program. (Foundations change may skip.)

7) Proposed additions to the Kinlaw Library collections are attached. [ ]  Yes [ ]  No

8) Are any special facilities or equipment needed for this program? [ ]  Yes [ ]  No

 If yes, please describe:

9) Has the new program been submitted to Cabinet for approval? [ ]  Yes [ ]  No

**Part 4:** Additional Program Details

Curriculum Area: Delivery Method:

 [ ]  Traditional Undergraduate [ ]  In-the-seat

 [ ]  APS Undergraduate [ ]  Online

 [ ]  Graduate [ ]  In-the-seat with some online

Degree:

 [ ]  Associate of Arts/Science

 [ ]  Bachelor of Arts/Science

[ ]  Non-degree

 [ ]  New degree:

 [ ]  Master of Arts in Teaching

 [ ]  Master of Arts

 [ ]  Master of Fine Arts

 [ ]  Master of Business Admin

 [ ]  Education Specialist

1. Total credit hours required is \_\_\_\_\_\_\_\_\_ for program completion.

 Is this a credit hour change? [ ]  Yes +/- \_\_\_\_\_\_\_ [ ]  No

1. List any concentrations for this program or indicate none.
2. What majors or minors cannot be completed with this program?

(24 unique credits required per major and 12 unique credits per minor)

OFFICE USE ONLY

Date Submitted

CIP Code: \_\_\_\_\_\_\_\_\_ Corresponding CIP Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Sent to APCC: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved \_\_\_\_\_ [ ]  Denied

Date Sent to Faculty Assembly: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved \_\_\_\_\_ [ ]  Denied

 Target Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar notify admissions director, dean and chair: \_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted to state KY CPE for approval: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved \_\_\_\_\_ [ ]  Denied