

PREPARING CURRICULUM PROPOSALS

INSTRUCTIONS

Draft your proposal in accordance with the guidelines below and the format shown on the following pages. Should any item under the several headings not pertain to your proposal, write N/A. **Number the second and subsequent pages of your proposal.**

Supply the preliminary information about the proposal as indicated below:

PROPOSAL NUMBER: Leave this space blank. A number will be assigned to the proposal by the Associate Provost.

SCHOOL: Enter the name of the College or School (e.g., *Liberal Arts*), Department (e.g., Language and Literature), and Program (e.g., English).

PREPARER/CONTACT PERSON: Enter the name of the person who prepared the proposal and his/her telephone extension number.

COPIES OF MEMOS SENT TO AFFECTED DEPARTMENTS: Attach these to the back of your proposal.

LETTERS OF SUPPORT FROM DEANS OF AFFECTED DEPARTMENTS: If the Curriculum Committee requests these letters, attach them to the back of your proposal.

DATE SUBMITTED: The Curriculum Committee meets on the fourth Tuesday of each month. **Proposals are due in the Office of the Associate Provost on or before the second Tuesday of the month.**

REVISION SUBMISSION DATE: If changes are required to the original proposal, enter the date the proposal was resubmitted.

IMPLEMENTATION DATE REQUESTED: Enter the first day of the semester (or summer term) and year in which the proposed curriculum change(s) would take effect.

CURRICULUM PROPOSAL (Submit one hard copy and an electronic copy to the Associate Provost by the second Tuesday of the month.)

Proposal Number: 11-12-07
School/Department/Program: Liberal Arts – Dept. of Behavioral Science – Psyc. Socy. Geog.
Preparer/Contact Person: Clarence Rohrbaugh
Telephone Extension: 4669
Date Originally Submitted: _____
Revision (Indicate date and label it Revision #1, #2, etc.): _____
Implementation Date Requested: Fall 2012

- I. **PROPOSAL.** Write a brief abstract, not exceeding 100 words, which describes the overall content of the proposal.

Within the Department of Behavioral Sciences, we wish to remove courses from the catalog that have not been offered in over five years, adjust the credit hours for two courses, and change the name of one course.

- II. **DESCRIPTION OF THE PROPOSAL.** Provide a response for each letter, A-H, and for each Roman Numeral II–V. If any section does not apply to your proposal, reply N/A.

- A. Deletion of course(s) or credit(s) from program(s)

**GEOG 3350 Geography of Latin America
SOCY 3380 Afro-American History and Culture
SOCY 3381 Blacks in America: 1865 to the present
SOCY 4430 Community Organization
SOCY 4491 Seminar: Sociological Literature
SOCY 4492 Seminar: Sociological Literature
SOCY 4498 Seminar: Special Problems in Sociology
SOCY 4499 Seminar: Special Problems in Sociology
PSYC 4420 Comparative-Ethological Psychology
PSYC 4481 Industrial Psychology Methods I
PSYC 4483 Industrial Psychology Methods II
PSYC 4495 The Psychology of Delinquency
PSYC 4497 Clinical Practicum I
PSYC 4498 Clinical Practicum II**

Total hours deleted. 48 non-core hrs

- B. Addition of course(s) or credit(s) from program(s)

NA

Total hours added. _____

- C. Provision for interchangeable use of course(s) with program(s)

NA

- D. Revision of course content. Include, as an appendix, a revised course description, written in complete sentences, suitable for use in the university catalog.

NA

- E. Other changes to existing courses such as changes to title, course number, and elective or required status.

Change the credit hours for the following courses from 3hrs. to variable 1-12 hrs. The catalog currently has six separate courses listed with the same name as the following two. We simply want to eliminate four of them (they are in the list above) and offer variable hours in the following two.

**SOCY 4490 Seminar: Sociological Literature
SOCY 4497 Seminar: Special Problems in Sociology**

Change the name of the following course to better clarify the course content

**From - PSYC 3340 Operant Techniques in Applications
To – PSYC 3340 Intervention Techniques in Applications**

- F. Creation of new course(s). For each new course
1. Designate the course number, title, units of credit, prerequisites (if any), ownership (FSU, PC&TC, or shared) and specify its status as an elective or required course. If you are creating a shared course, attach a memo from the Deans of the affected Schools explaining the rationale for the course being shared.

NA

2. Include, as an appendix, a course description, written in complete sentences, suitable for use in the college catalog. **NA**
3. Include, as an appendix, a detailed course outline consisting of at least two levels. **NA**
4. In order to meet the requirements as outlined in Goal One of the Strategic Plan, please include Outcome Competencies and Methods of Assessment as an appendix. Examples are available upon request from the Chair of the Curriculum Committee.

NA

- G. Attach an itemized summary of the present program(s) affected, if any, and of the proposed change(s).

1. Describe how this proposal affects the hours needed to complete this program. Specifically, what is the net gain or loss in hours? Use the format for Current and Proposed Programs in Appendix A. **NA**
2. Include proof that this proposal meets the degree definition policy (Board of Governor's Policy #52) as part of the Proposed Program in Appendix A. **NA**

3. Exceptions to the degree definition policy: As per policy #52, programs seeking exceptions to any of the maximum credit hour limits must submit formal requests to the Board of Governors for approval. Explain the rationale for the exception by documenting the existence of one or more of the criteria in paragraph 4.2.

NA

III. **RATIONALE FOR THE PROPOSAL.**

A. **Quantitative Assessment:** Indicate the types of assessment data, i.e., surveys, interviews, capstone courses, projects, licensure exams, nationally-normed tests, locally developed measurements, accreditation reports, etc., that were collected and analyzed to determine that curricular changes were warranted. Quantitative data is preferred.

B. **Qualitative Assessment:** Based upon the assessment data above, indicate why a curricular change is justified. Indicate the expected results of the change. Be sure to include an estimate of the increased cost, or reduction in cost of implementation. FOR EXAMPLE: Will new faculty, facilities, equipment, or library materials be required?

- IV. Should this proposal affect any course or program in another school, a memo must be sent to the Dean of each school impacted and a copy of the memo(s) must be included with this proposal. In addition, the Deans of the affected schools must sign below to indicate their notification of this proposal.

By signing here, you are indicating your college's/school's notification of this proposal.

College/School	Dean	Signature

- V. Should this proposal affect any course to be added or deleted from the general studies requirements, a memo from the chair of the General Studies Committee indicating approval of the change must be included with this proposal.

VI. **ADDITIONAL COMMENTS.**

B.X. Degree in XXXXXXXX
Proposed Program
--and--
Analysis of Compliance with Degree Definition Policy

Degree Definition
Policy

Required Major Courses	HRS
------------------------	-----

TOTAL Required Major Courses	XX
Major Electives	XX

Minor Electives	XX
------------------------	----

TOTAL HOURS FOR MAJOR	XX	Max 65
------------------------------	----	--------

Required General Studies Courses			
----------------------------------	--	--	--

First Year Experience			15-16
ENGL	1104	Written English I	3
ENGL	1108	Written English II	3
INFO	1100	Computer Concepts and Applications	3
MATH			3-4
COMM	2200, 2201, OR 2202	Communication	3
Scientific Discovery			8
Cultural / Civilization Exploration			9
Society / Human Interactions			6
Artistic / Creative Expression			6

TOTAL GENERAL STUDIES HOURS	XX	32-42
------------------------------------	----	-------

TOTAL FREE ELECTIVES	XX	Min 21
-----------------------------	----	--------

TOTAL HOURS	128	128
--------------------	-----	-----