



PROGRAM PROPOSAL FORM

For Majors, Minors, Concentrations, and Certificates

Submit to Curriculum Committee by 1st week of December for following catalog year

DEPARTMENT/PROGRAM:

EFFECTIVE TERM REQUESTED:

ADD A NEW PROGRAM:

1. Program description for the catalog:
2. Describe how this new program (a) relates to the college's mission and priorities, (b) responds to market demand, and (c) whether this program replaces another program:
3. Describe the curriculum design and learning outcomes:
4. Describe resources required for this program (faculty, library resources, physical facilities, infrastructure, equipment, etc) and plans for addressing those needs:
5. Describe provisions that will be in place for the evaluation of this program:
6. List the courses required for this program (note: new courses that are required must be approved before the program can be approved).

PROGRAM CHANGE:

1. Current program description and revised version for the catalog:
2. Describe how the proposed changes (a) relate to the college's mission and planning priorities, and (b) respond to market demand:
3. Describe changes to curriculum design and learning outcomes:
4. Describe changes in resources required (faculty, library resources, physical facilities, infrastructure, equipment, etc) and plans for addressing those needs:
5. Describe provisions that will be in place for the evaluation of this program:
6. Describe how current students will be affected by this program change. Specifically, how will you determine who can graduate under the new and old programs?
7. What course/requirement substitutions are needed, if any, for current students?
8. How and when will students be notified?

PROGRAM SUSPENSION (following MHEC procedures, the department has 3 years to determine whether program can continue; department must file follow-up paperwork with MHEC to continue, otherwise the program is discontinued at that time):

1. Rationale for program suspension:
2. How will the department determine whether the program can be reactivated in 3 years? What is the basis for the decision?
3. Describe how resources (faculty, library resources, physical facilities, infrastructure, equipment, etc) will be reallocated:
4. How will current students be affected by this program suspension?
5. What course/requirement substitutions are needed, if any, in order to graduate current students?
6. How and when will students be notified of the program suspension?

Program Suspension requires submission of appropriate documents to MHEC.

PROGRAM DISCONTINUATION:

1. Rationale for program closure:
2. Will another program replace this one? If so, which one(s)?
3. Describe how resources (faculty, library resources, physical facilities, infrastructure, equipment, etc) will be reallocated:
4. How will current students be affected by this program closure?
5. What course/requirement substitutions are needed, if any, in order to graduate current students?
6. How and when will students be notified of the program closure?

Program Discontinuation requires submission of appropriate documents to MHEC.

SIGNATURE PAGE

Signature of submitting Department Chair/Program Director		Date	
Signature of second submitting chair/director (if applicable)		Date	
Signature of third submitting chair/director (if applicable)		Date	

Division Approval Signature of Division Chair		Date	
Division Approval Signature of second Division Chair (if applicable)		Date	
Division Approval Signature of third Division Chair (if applicable)		Date	

Curriculum Committee Approval Signature of Committee Chair		Date	
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Date of Faculty Approval	
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Date of MHEC Approval	
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