

NEW PROGRAM

25-100% new content and a request for a new CIP code

CHECKLIST

STEP #1 – Schedule a consultation with Jennifer Wies and Dana.

STEP #2 - Email Dana (copy Michele) with:

- _____ Description of proposed changes
- _____ Requested date to be presented at CCC
- _____ Narrative answering these questions:

- 1) What percent of the courses or course content represents new content; what percent is restructured/repackaged?
- 2) Are there current programs being offered at EKU that are closely related to the new program? If so, how?
- 3) Does the department have adequate experience teaching this/or very similar content?
- 4) Does the department have faculty expertise to develop, teach and monitor/assess the quality of the program?
- 5) Will new faculty lines be required to operate?
- 6) Is there additional information you can share regarding this proposal?

STEP #3 – AFTER Dana and Jennifer's feedback, prepare materials:

- _____ New Program Proposal Form
- _____ Substantial Curriculum Change Form
- _____ New Minor, Concentration, University or Department Certificate Proposal Approval Form, if applicable
- _____ Curriculum Map
- _____ Four-Year Planner (undergraduate)
- _____ Recorded Department Committee Approval Vote

STEP #4 – Send materials to Michele as attachments to a single email by CCC materials due date.