

REVISED PROGRAM - ROUTINE

revise 1-49% of program content as measured via program-level learning objectives, description, and/or title

Examples: deleting dropped courses, updating course numbers & related credit hours, revising supporting courses

CHECKLIST

STEP #1 - 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 ECU 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 #2 – If Dana determines this is a substantive change (25% or more), schedule a consultation with Jennifer Wies and Dana.

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

- _____ Substantial Curriculum Change Form
- _____ New Minor, Concentration, University or Department Certificate Proposal Approval Form, if applicable
- _____ Revised Curriculum Map
- _____ Revised 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.