

**Curriculum Proposal: NEW PROGRAM - MINOR, CONCENTRATION, EMPHASIS, OR
CERTIFICATE (Academic or Non-Academic)
Cover and Signature Sheet**

✓YOUR INFORMATION:

School:

Today's Date:

Department:

Contact Person:

Telephone Ext.:

Email:

✓PROGRAM OVERVIEW

1. The New Program is a:

- a) Minor Title:
- b) Required Concentration(s) in
- c) Optional Concentration(s) in
- d) Emphasis in
- e) Academic Credit Certificate in
- f) Non-Academic Credit Certificate in

2. Proposed date of implementation:

✓INITIAL QUESTIONS

Does this revision affect GE courses or a GE Area? Yes No

(if yes, see required review and signatures below)

Does this revision affect Graduate level courses or a Graduate program? Yes No

(if yes, see required review and signatures below)

✓DETAILS

1. Description of New Program.

Attach a document showing:

Required Courses

List Course Numbers and Titles and provide syllabi for all new courses.

Total number of units for the minor, concentration, emphasis, or certificate

Prerequisites (if any)

2. Rationale for the proposed new program. (*NOTE - Any portion of this new program proposal that involves another department or school must be accompanied by written acknowledgment from the affected department/school*)
3. Anticipated total number of students in the minor, concentration, emphasis, or certificate over the next four academic years.

✓RESOURCE STATEMENT

No changes in Department or School resources are required by the new program. Briefly explain.

Or attach a statement that considers the following:

1. Identify additional faculty, capital equipment, special instructional resources, and/or space, including modification of existing space. (Attachment A – Resource Statement required.)
2. Technology Needs. Please detail the additional technology support, estimated costs, and IT commitment to providing that support.
3. Financial Impact. List additional resources needed to accommodate new program. *Consider additional faculty, space (new or renovated), special instructional resources (including computer support), capital equipment, and library items.*

✓STUDENT LEARNING OUTCOMES AND ASSESSMENT

Include a statement that addresses

1. What are the student learning outcomes that are met by the minor, concentration, emphasis or certificate.
2. What programmatic assessment strategies will be used to evaluate educational effectiveness?

✓IS THIS NEW PROGRAM PART OF A RE-ORGANIZATION?

YES NO

(if yes, also complete the EPC form for Academic reorganization)

✓PRELIMINARY APPROVALS:

Department Chair Approval:

School Curriculum Committee Chair approval:

If revision affects General Education-

General Education Chair signature:

If revision affects a Graduate Program-

Graduate Studies Chair signature:

School Dean Approval

✓ACADEMIC PROGRAMS REVIEW FOR COMPLIANCE WITH EXISTING STATEWIDE AND SSU POLICIES

Yes No Date returned: Signature:

Remarks from Academic Programs:

**SIGNATURE SHEET FOR APPROVAL OF NEW MINOR, CONCENTRATION, EMPHASIS
OR CERTIFICATE**

TITLE OF PROGRAM:

ACADEMIC YEAR:

✓Final Approvals

EPC Chair

Chair of the Faculty for the Academic Senate - *If for Academic Credit*

Provost – *If for Academic Credit*

President – *If for Academic Credit*

FOR ACADEMIC AFFAIRS USE ONLY

To Chancellor's Office Date:

Response from Chancellor's Office Date: