Woodbury University Curriculum Committee

Major Revision Proposal Form

This form is to be used for proposals to the Curriculum Committee. Please include any supporting documents. Complete proposals should be sent with appropriate signatures and electronic attachments to the Curriculum Committee convenor and the Vice President for Academic Affairs.

Complete all sections before submission to the Curriculum Committee.

Signatures of Approval:

Proposed by ______________________________ Date ______________
Department Chair __________________________ Date ______________
Dean ________________________________ Date ______________

I. New Course or Course with Major Revision*

Name and Course Number _________________________________________________
Units _____  Number of Sections/Year _____
Semester(s) offered _______________________________________________________
Prerequisites ____________________________________________________________

Attachments must include:

I. Course description (catalog description)
II. Rationale (including learning objectives)
III. Sample syllabus
IV. Resources (indicate whether existing or new and, if new, how funds will be generated to support them)
   A. Staff (Attach vita if not current faculty. If current full-time, indicate what course will be given up to teach this course)
   B. Budget (Areas that require new funds and source of funds)
   C. Library implications (Existing collection and plans to support with additional acquisitions)
   D. Facilities resources (What space will be used and how will that be accommodated within existing use)

V. Justification within existing programs
   A. Implication for Department and School
   B. Implication for other Departments and Schools

Acknowledgement of notification of other departments if impacted:

Department _____________________ Signature __________________________
Department _____________________ Signature __________________________
Department _____________________ Signature __________________________

Acknowledgement of notification of other deans:

School _____________________ Signature __________________________
School _____________________ Signature __________________________
II. New or Revised Major or Minor  New _____ Revised _____

Department ________________________________

Title of Major or Minor ______________________

Attachments must include:

I. Rationale
   A. Fit with current mission and strategic directions for school and university
   B. Need for the program (internal and external markets)

II. Goals and Outcomes

III. Enrollment projections

IV. Resources (indicate whether existing or new)
   A. Staff (What current staff will support this? What additional staff will need to be hired?)
   B. Library implications (Existing collection and plans to support with additional acquisitions)
   C. Facilities resources (What space will be used and how will that be accommodated within existing use or planned expansion)

V. Revenue/Expense Budget (Indicate any start-up costs)

VI. Assessment

VII. Appendices
   A. Major/Minor requirements and electives (course names, numbers, units)
   B. Course syllabi
   C. Schedule of projected course offerings
   D. Vita of key faculty and other participants

Acknowledgement of notification of other departments if impacted:

Department _____________________ Signature ________________________
Department _____________________ Signature ________________________
Department _____________________ Signature ________________________

Acknowledgement of notification of other deans:

School _____________________ Signature ________________________
School _____________________ Signature ________________________

Curriculum Committee Approval
   Yes_____   No _____   Revise _____ (comments attached)

Senate Approval
   Yes_____   No _____   Revise _____ (comments attached)

Vice President for Academic Affairs Approval
   Yes_____   No _____   Revise _____ (comments attached)

President Approval   Yes_____   No _____   Revise _____ (comments attached)

*For examples of what constitutes Major revision in a course refer to Curriculum handout “Determining Major versus Minor Course Revisions.”
Distribution of approved course/curriculum:

___ Registrar  
___ VPAA  
___ Dean of Faculty  
___ Dean of Business  
___ Dean of Architecture and Design  
___ Dean of Arts and Sciences  
___ Program Chair

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