**PROPOSAL PROCESS B: CHANGES TO AN EXISTING, GENERAL EDUCATION COURSE/ROWAN CORE**

Use the following guidelines to make changes to an existing course(s) with a General Education or Rowan Core designation. Such changes include prefix/number change, course title change, change to credit hours or description, or moving the course from one department to another. More than one course from the same department may be changed in this proposal.

NOTE: While the University is in the process of switching to the new Rowan Core, the existing General Education requirements still apply for the 2016/2017 academic year. Therefore, these guidelines are using the term “General Education.” Do not use this form to request a Rowan Core designation for an existing General Education Course. That change is currently being handled by the Rowan Core Committee and should be processed through that committee.

**AY 2016-2017 updates for Proposal Process B: Changes to an Existing General Education Course /Rowan Core:**

* As the University switches to the new Rowan Core, proposals requesting a General Education designation for an existing course or a change in an existing course’s General Education designation are not being accepted.
* Section VI: If a catalog description is being changed, provide the new description in the “Changes section (I.c.). A separate catalog description is no longer needed at the end of the proposal.

Approval Process

Process B proposals require a College Curriculum Committee hearing and a Senate Curriculum Committee hearing. Once both committees approve the proposal, the Senate Curriculum Committee Chair will forward it to the Provost’s Office for administrative approval and implementation.

The text above that the italicized text in the guidelines that follows is for explanatory purposes and should not be part of the final proposal.

1. **DETAILS**
   1. **Title of Proposal:** *Provide an informative title that describes the purpose of the proposal.*
   2. **Sponsor(s) and Department(s):** *The first sponsor listed will be considered the lead sponsor and must be a faculty member.*
   3. **Changes in From/To Format:** *Preferably in table format; see the sample that follows.*

**Change 1:** *Course Number, Title, and Type(s) of Change Requested (e.g. ABC 01234 Introduction to Curriculum: Change in course title, prerequisites, and catalog description)*

|  |  |
| --- | --- |
| *From* | *To* |
| *Current Course Title* | *New Course Title* |
| *Current Prerequisites* | *New Prerequisites* |
| *Current Catalog Description* | *New Catalog Description* |

*….continue as necessary*

* 1. **Implementation:** *Semester and year.*

1. **RATIONALE**
   1. **Statements of "Need" For Change:** *Explain the need for the change(s). It is possible that the same rationale applies to all changes requested, in which case individual explanations may not be necessary.*
2. *Change 1 Rationale:*
3. *Continue as necessary…*

*NOTE: If the proposal is requesting an additional special designation (e.g. Writing Intensive), it must specifically explain how the course meets the requirements for the designation(s).*

**b. Curricular Effect:** *If not addressed in the above section, “Statements of Need,” describe how the change(s) will impact the program, department, college, and/or students. Also, when prerequisites are being added or changed for a course, sponsors must address how this impacts students’ progress through the program and whether it increases the number of courses students will be required to take.*

*Providing a program guide (or advising sheet) with credit hours is strongly recommended. If course credit hours have been changed, a program guide is required.*

1. **RESULTS OF CONSULTATION**
   1. **Consultations Requested:** *List by name and department and date requested***.** *Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included****.***
   2. **Consultations Received:** *Copies of emails are acceptable. Letters from all parties listed as consults are expected to be included.*
   3. **Consultations Not Received:** *List names and department of anyone who did not respond to the consultation request.*
   4. **Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE*.