

PROPOSAL PROCESS A: CHANGES TO EXISTING COURSES (NON-ROWAN CORE)

Use the following guidelines to propose changes to existing non-General Education/Rowan Core courses. Such changes may include changing a course prefix, title, catalogue number, prerequisite(s), description, or credit hours; adding a special designation; or moving a course to another department/college (includes course prefix change).

Please note:

- An unlimited number of courses can be changed in a single Process A proposal; however, these proposals should be organized logically and, if necessary, submitted by program or by the type of change being requested by the lead sponsor.
- Proposals for changes to existing courses may require the submission of a program change proposal (Process C or D). In some instances the logical preparation of these proposals might be to include changes to existing courses in a Process C or D proposal.
- If requesting a special course designation, the proposal must explicitly address how the course meets the defined criteria: e.g., Writing Intensive Designation Criteria.
- Proposals requesting changes to existing courses **do not** require a Library Resource Form.

AY 2016-2017 updates for Proposal Process A: Changes to Existing Courses – Non-Rowan Core

- *Section VI: A course catalog description is no longer needed; course change information is provided only in the “Changes” section (I.c.).*
- *When changes are made to a course number, title, or student credit hours, an updated program guide should be provided with the changes clearly indicated (II.b.)*

Approval Process:

Process A proposals do not require a Senate Curriculum Committee hearing, but they do require a College Curriculum Committee hearing as well as a review by the Chair of the Senate Curriculum Committee. Once the Chair approves the proposal, it is forwarded to the Provost’s Office for administrative approval and implementation.

The information above and Italicized text in the guidelines that follow are for explanatory purposes and should not be part of a final proposal.

I. DETAILS

- a. **Title of Proposal:** *Provide an informative title that describes the purpose of the proposal.*
- b. **Sponsor(s) and Department(s):** *The first sponsor listed will be considered the lead sponsor and must be an active faculty member.*
- c. **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. ##### Introduction to Curriculum: Change in course title and catalog description).*

<i>From</i>	<i>To</i>
<i>Current Course Title</i>	<i>New Course Title</i>
<i>Current Catalog Description</i>	<i>New Catalog Description</i>

Change 2: *Course Number and Type of Change Requested (e.g. ##### Advanced Curriculum: Change in course title, prerequisites, and catalog description).*

<i>From</i>	<i>To</i>
<i>Current Course Title</i>	<i>New Course Title</i>
<i>Current Prerequisites</i>	<i>New Prerequisites</i>
<i>Current Catalog Description</i>	<i>New Catalog Description</i>

....continue as necessary

- d. **Implementation:** *Semester and year.*
- e. **Related Curriculum Proposals Being Simultaneously Submitted:** *List only those proposals directly associated with the changes requested in this proposal, such as a corresponding change proposal for a program.*

II. RATIONALE

a. Statements of "Need" For Change: *Explain the need for the change(s).*

If the proposal is requesting an additional special designation, it must specifically explain how the course meets the requirements for these designations: e.g., Guidelines for Writing Intensive Courses.

It is possible that the same rationale applies to all changes requested, in which case individual explanations may not be necessary.

1. *Change 1 Rationale:*
2. *Continue as necessary.....*

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.

III. RESULTS OF CONSULTATION

- a. Consultations Requested:** *List by name and department and date requested. Letters of consultation are 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.*
- b. Consultations Received:** *Copies of emails are acceptable. Letters from all parties listed as consults are expected to be included.*
- c. Consultations Not Received:** *List names and department of anyone who did not respond to the consultation request.*
- d. 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.*