

PROPOSAL PROCESS E: NEW CONCENTRATION(S)

Use these guidelines to propose a new concentration(s) within a major. Multiple concentrations may be proposed in a single proposal, but all concentrations must be within the same major.

If changes are also being made to program requirements (beyond the creation of new concentrations), those changes needed to be addressed in a separate Minor Changes to an Existing Program Proposal (Process C, 3 or fewer changes) or a Major Changes to an Existing Program Proposal (Process D, 4 or more changes).

Concentration Definition and Parameters

“Concentration” is the new nomenclature for the program of study that was known as a “Specialization.” A concentration provides credentialing to students for a focused area of study constituting 12 to 17 credit hours within a major degree. Generally a concentration is composed of program electives. Completion of a concentration is noted on students’ transcripts. Concentration hours count toward the total required for the major degree, and students must complete all degree requirements for the major to receive credentialing for a concentration. While special circumstances may warrant a proposed concentration to vary in the recommended 12-17 credit hours, the variation will need to be sufficiently explained and justified in the proposal.

Individual majors may offer students concentration and non-concentration options within a specific undergraduate degree. However, total degree credit hours must be the same for all students regardless of the option that they take. Additionally, all options for the degree must share a core set of course requirements (generally a minimum of 12 credit hours).

Process E proposals must include a completed **Library Resource Form**.

Approval Process

All Process E proposals require a College Curriculum Committee hearing, a Senate Curriculum Committee hearing, and are presented to the full University Senate for a formal vote. If approved, the proposals are forwarded to the Provost’s office for administrative approval, and before final implementation must be announced to the Board of Trustees (BOT) Academic Affairs Subcommittee, the full BOT, and (depending on the type of program) to the state.

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

Abstract (one-page): Abstracts must provide the following information:

- a. **Proposal Title:** Include name of the concentration(s) and the major degree program.
- b. **Sponsors:** The person(s) initiating and the department sponsoring the proposal should be indicated.
- c. **Classification of Instructional Program (CIP) Code:** [CIP Selector](#)
- d. **General Merit of the Program:**
- e. **Relationship to Pre-Existing Programs or Offerings:**
- f. **Summary of Curriculum:** Hours and courses for the concentration(s) being proposed.
- g. **Implementation Time Frame:** Date the program will be offered.
- h. **Resources Required (technology, staff, space):**

I. DETAILS

- a. **Program Title:** Name of the concentration(s) and the major degree program.
- b. **Sponsor(s):** The first sponsor listed will be considered the lead sponsor and must be an active faculty member.
- c. **Classification of Instructional Program (CIP) Code:** ([CIP Selector](#)).
- d. **Program Scope/Size:** This refers to the number of students initially expected to enroll in the program and its anticipated growth.
- e. **Declaration Requirements:** State any course prerequisites, GPA requirements, or completed credit hours required for students to declare the concentration(s). If there are no prerequisites, state NONE.
- f. **Concentration Completion Requirements:**
 - _____ Completion of all required coursework in accordance with University requirements for good standing.
 - _____ Additional Requirements for certification: *Specify these requirements.*
- g. **Date of Implementation:** _____ Fall (YYYY)
_____ Spring (YYYY)
- h. **Resource Requirements:**
 - 1. **Equipment, Space, Technology, etc.:**
 - _____ Current resources are sufficient.
 - _____ Additional resources are needed. *Explain resource needs.*

- 2. Staffing Resources:** *State if new faculty resources are necessary to staff the course or if current resources are sufficient.*

_____ Current resources are sufficient.

_____ Additional resources are needed. *Explain resource needs.*

- 3. Library Resources:** *Attach a completed and signed Library Resource Form.*

_____ Current resources are sufficient.

_____ Additional resources are needed. *Explain resource needs.*

- i. Related Curriculum Proposals Being Simultaneously Submitted:** *List only proposals directly related to this proposal (e.g., new course proposals or changes to existing courses included in this proposal). If none, state NONE.*

II. GENERAL MERIT OF THE PROGRAM

Specifically address the need and merits of the Concentration(s) being proposed—this includes pedagogical and professional benefits to students as well as how it relates to the goals of the degree program, the department, college, or other constituencies.

III. PROGRAM DESCRIPTION

- a. Program Goals:** *Outline the expected Program Goals, Student Learning Goals, and Student Learning Outcomes following university established guidelines. Proposals to be housed within existing programs should use the relevant assessment grids to inform their discussion.*
- b. Program Curriculum:** *Outline the overall degree program structure and coursework, identifying core coursework and hours, concentration coursework and hours, and any other coursework categories along with total credit hours for the degree itself. Identify new courses associated with the program. NOTE: The program structure may be attached to the end of the proposal. If it is, please state that it is here.*
- c. Program Administration:** *Describe the program's administrative organization, taking care to include details about the specific role of each group and/or department.*
- d. Program Evaluation:** *Explain the procedures that will be used to assess the success of the program in meeting its goals and objectives.*

IV. RESULTS OF CONSULTATION

- a. 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.

- b. Consultations Received:** *List by name and department. Copies of emails are acceptable. Letters from all parties listed in this section must be included.*
- c. Consultations Not Received:** *List the names and departments 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.*