Undergraduate Curriculum Proposal Cover Sheet

College:	Department/Program:
Proposed Implementation Date:	

Please select type of proposal: See Undergraduate Curriculum Proposal and Committee Procedures

UCC & Board Approval Required	UCC Approval Required – check all that apply

☐ 1. New major or degree program (Please attach new program form). See attached Curriculum Development Timeline.
 ☐ 2. New degree
 ☐ 3. Program abeyance
 ☐ 4. Program elimination
 ☐ 5. Degree elimination
	☐ 1. New Minor, New Certificate, or New Track.
	 ☐ 2. Changes to a major or degree program.
	 ☐ 3. Resume of degree program.
	 ☐ 4. Resume of degree program.
	 ☐ 5. Add Courses in major, minor, or degree program (attach previous and proposed curricular map)
	 ☐ 6. Delete Courses in major, minor, or degree program (attach previous and proposed curricular map)
	 ☐ 7. Change in an existing Course
	     ☐ Change in Course title
	     ☐ Change in Course description
	     ☐ Change in Course credits
	 ☐ 8. New delivery method for degree program
	 ☐ 9. New technology

For changes in existing Course Title and/or Course Description, include catalog-ready title and description (no more than 150 words) here:

Is the course(s) in the Core or intended to be in the Core? ☐Yes ☐No

If so, has the Undergraduate Core Curriculum Committee been consulted? ☐Yes ☐No	
Is there a UG Core Curriculum Committee report attached? ☐Yes ☐No	Date of the Report:

Is there a fee attached to the course, major or degree program? ☐Yes ☐No

Amount/Rationale:	If so, has Fiscal Affairs been consulted? ☐Yes ☐No	
	Name of person consulted:	Date:

Will there be software/technology purchases for the course/program? ☐Yes ☐No

If so, has IT been consulted for any possible network/security implications? ☐Yes ☐No	Name of person consulted:	Date:

Does this change effects multiple departments? (e.g., course is a prerequisite; curriculum requires cognate courses)

Name(s)ofperson(s)consulted:	Date:
Name(s)ofperson(s)consulted:	Date:
Name(s)ofperson(s)consulted:	Date:

Documents attached

☐ Attach Syllabus (if course level). Make sure Syllabus includes all the information of the most updated Marywood University Syllabus Template. ☐ Attach old curricular map (if program level). ☐ Attach new curricular map (if program level).	Otherdocuments:

Summary of Proposed Action:

Approval Signatures:

Department Chair/Program Director: ☐ Approved ☐ Not approved Signature: _____	Date:
Department Chair/Program Director: ☐ Approved ☐ Not approved Signature: _____	Date:
Department Chair/Program Director: ☐ Approved ☐ Not approved Signature: _____	Date:
Dean of Academic Unit: ☐ Approved ☐ Not approved Signature: _____	Date:
University Registrar:	Date:
UG Curriculum Committee Chair:	Date:
Vice President for Academic Affairs:	Date:
If required, date approved by Board of Trustees	

Undergraduate Curriculum Proposal and Committee Procedures

I. APPROVAL PROCESS
A. For new minors, courses, certificates, changes to a major, minor, or existing courses:
- The respective department(s) must approve all proposals and then obtain the approval of the College's dean(s) before submitting proposals to the Undergraduate Curriculum Committee (hereafter UCC).
- The department(s) must submit an electronic copy of the proposal to the UCC chairperson at least ten days in advance of scheduled meetings. A hard copy must be provided by the date of the UCC meeting. Any proposal received after that date will be distributed and reviewed by the UCC, but no action will be taken until the next meeting.
- The UCC chair will place all proposals and relevant documentation on its Digital Platform site and forward the agenda one week in advance of a scheduled meeting. The following individuals receive the agenda: President, Vice President for Academic Affairs, Vice President for Enrollment Management and Student Services, UCC members, undergraduate chairpersons, all undergraduate faculty members, and the University Librarian. The agenda should include a brief description of each proposal and clearly indicate that 1) all meetings are open, 2) proposals must be submitted ten days in advance of scheduled meetings, 3) full proposals may be seen on Committee's Digital Platform, and 4) minutes are available through each department chairperson.
- The UCC chair will forward approved proposals to the Vice President for Academic Affairs for review. The Vice President for Academic Affairs will tell the chairperson his/her decision to accept or reject the Committee's conclusions.
- The UCC chair will notify the respective department(s) of the decision.

B. For new majors or degree programs:
- An electronic copy of all proposals must be submitted to the chairperson at least ten days in advance of scheduled meetings of the UCC. A hard copy must be provided by the date of the meeting. Late proposals will be distributed, but no action will be taken until the next meeting.
- A proposal for a new major or degree program will not be voted upon by the UCC until after it has been made available to each faculty member for study and comment.
- The process continues as outlined above, save that once the UCC approves the proposal, it will be forwarded to the Vice President for Academic Affairs, the President, and the Board of Trustees for approval.

C. SUBMISSION GUIDELINES
- All proposals must be accompanied by the cover sheet containing chair and dean signatures.
- When proposals affect multiple departments, proposal cover sheets must be signed by the chairperson of each department affected, as well as the respective dean(s), before submitting the proposal to the UCC.
- All proposals must be accompanied by a rationale justifying the changes, citing data about comparative programs or accrediting body requirements, addressing University goals and mission, specifying target and affected populations, explaining implementation plan, and identifying what, if any, additional resources will be needed to implement the program.

New Courses
- Proposals must be accompanied by a syllabus that identifies specifically how the course serves a university or departmental goal (or both), the student learning outcomes for the course, and the assessment measures designed to measure the degree to which the outcome was achieved.
- Departments may offer new courses two times as provisional 399 "Special Topics" courses before seeking UCC approval but must submit the course to the UCC before a third offering.

Changes in Existing Courses

- The Committee will review and approve substantial changes to existing courses titles or changes that would require an alteration to the catalog's course title, description or number of credits, at the discretion of the Department Chairs or the Undergraduate Core Curriculum Committee.
- In the case of a change in existing course, title, description or number of credits, the department should provide a rationale explaining the needs for that change accompanied by the previous title or description and the new proposed ones.

New Minors and Certificates

- When creating an internal minor or certificate, departments should provide a detailed curriculum guide as well as the rationale.
- Interdisciplinary minors or certificates (minors or certificates requiring courses in more than one discipline) must have the approval of all sponsoring departments and the signatures of all relevant deans.

Changes to Majors or Degree Programs

- Departments should provide the old curriculum guide as well as the new curriculum guide, clearly listing any changes in credit totals, as well as the rationale.
- Dual majors (requiring courses in more than one discipline) must be co-sponsored by the relevant departments and have the approval signatures of all relevant deans.

New Degree Programs/Majors/Schools

New degree programs or majors must also be presented to the Administration and then the Board of Trustees before they are approved. A complete, compelling rationale should be presented including revenue and expenses.

a. Provide a summary description of the proposed program (one or two sentence introduction).

b. Describe the proposed program including:
  1. All courses required, including sequencing of courses
  2. New courses for this program including brief course description
  3. Relationship to the mission and goals of the University and of the respective college
  4. Credits required for the program
  5. Relationship to other Marywood programs housed in other colleges.

c. State justification / rationale for program:
  1. Explain why there is a need for courses(s) or program
  2. Describe the target population
  3. Explain why this program is appropriate and a worthwhile investment for Marywood
     - at this time
     - in relation to other programs and/or accrediting agencies
     - in relation to student demand
     - in terms of positive employment projections

d. Identify the costs / revenues:
  1. New personnel/demands on present personnel that will need compensation by proposed program (enumeration of expected salaries, need for more sections of Core classes, etc.)
  2. Facilities, equipment, library resources, computer resources, technical or service support
  3. Potential student population (include market survey data)
  4. Start-up costs: advertising, recruitment materials, supplies, accreditation costs, etc.

(Institutional Research will assist in developing costs / revenues figures if provided basic information about projected student composition and enrollment for this program.)

    e.   Attach ProFormas. Information regarding pro formas may be obtained from the Senior Director of Fiscal Operations, Budgets, and Grants.

    f.   List those consulted and provide a summary of each consultation.

Terminating a Program/Minor

Departments proposing to terminate a program or minor must include a phase-out plan. All proposals to terminate a program or minor are subject to approval by the Vice President for Academic Affairs and the Board of Trustees.

III. MISCELLANEOUS

Voting

All Committee members vote on proposals that are formally discussed. Proposals pass with a simple majority. In the event of a Committee member's absence, that unit's elected alternate should attend the meeting and vote.

Attendance

Following two consecutive absences, a Committee member will be contacted by the chairperson to determine if s/he intends to continue serving on the Committee. If the response is negative, the chairperson will ask the alternate to serve out the term.

Minutes

The following individuals receive copies of the minutes of the Committee: President, Vice President for Academic Affairs, Committee members, undergraduate chairpersons, Registrar, Vice President for Enrollment Management and Student Services, Director of Library Services, and University Archivist.

Budget

All costs for duplication, etc. are charged to the Office of the Vice President for Academic Affairs. Secretarial support for the Committee is also provided by this Office.

Edited August 2024

Curriculum Development Timeline. One-Year Program Approval Process

Fall Start	One-Year Program Approval Process	Spring Start
Late - May Early June	New Program Workshop ● Market analysis requirement ● Enrollment and budget projections	December
June-August	Development of proposals consulting with: ● Enrollment Management ● Library ● Marketing ● OPIE ● Registrar's Office	December -January
August- September	Review of New Program Proposal: ● Comments and concerns that need to be addressed ● Confirms required approval process: MSCHE submission, BOT, program accreditation submission	December
Early Fall Semester	Departmental Approval Chair Signature Dean's Signature	Early Spring Semester
September - November	Obtain Curriculum Committee Approval ● Sent to UCC chair at least 10 days before Sept., Oct., or November UGCC meetings. ● Review UCC Instructions for documents required of New Program Approvals.	February - April
November and/or February	Approval by Administration and BOT, as needed Submission to MSCHE & Program Accreditor if needed	April and/or October
Spring / Summer	Notification of appropriate agencies (Post MSCHE approval): ● US Department of Education ● SEVIS ● Homeland Security ● PA Approval	Summer/ Fall
Fall	**Start Program**	**Spring**