

<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	<input type="checkbox"/> Core Curriculum Course <input type="checkbox"/> Special Designation Course <input type="checkbox"/> W <input type="checkbox"/> S <input type="checkbox"/> MC <input type="checkbox"/> ND <input type="checkbox"/> C <input type="checkbox"/> CD	Proposal# _____  Effective Date _____
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PROPOSAL FORM -- Part A  
Academic Policies and Procedures Committee

College           Fine and Applied Arts          

Dean           Dr. Mark Estepp          

Department           Technology          

Chairperson           Dr. Debra Edwards          

1. Briefly describe action requested:

2. Rationale for Proposal:

3. ATTACH current catalog description and proposed catalog description.  
*(Also, if changing a degree program, attach a current and proposed checksheet.)*

4. List the committees, councils, and other groups that have considered this proposal; the action taken; and the dates that action was taken.

	Date of Approval:
Departmental Curriculum Committee(s)	_____
Department Faculty	_____
Fine and Applied Arts Council	_____
Core Curriculum Council	_____
Teacher Education Council	_____
Graduate Council	_____
Academic Policies and Procedures Committee	_____

5. Have all appropriate departmental chairpersons been consulted in the development of this proposal?

yes  no

List the date(s) and person(s) contacted:

a. Is this course cross-listed in another (other) department(s)?    yes  no   
List:

b. Are there any existing programs or courses that will be curtailed or discontinued as a result of the proposed new program or course?    yes  no

6. For Core Curriculum or Special Designation Courses, attachments must include sample syllabus (more than one if multiple instructors) indicating content, assigned readings, and methods of evaluation. The Core Curriculum Council may request additional information such as copies of the readings or evaluation materials. These materials must address the issues presented in the approved directions for preparing proposals for the Core Curriculum Council.

Part B (For Additions Only)

1. Complete the following:

a. Projected enrollment: 1st year \_\_\_\_\_ 2nd year \_\_\_\_\_

b. Projected student clientele:

c. Faculty requirements of new program, track or course:

Additional faculty

Current faculty

Other and continuing responsibilities of current faculty involved in new program or course:

d. For a new program, give the career and/or graduate education opportunities available to students in this program:

e. List estimated costs of new program or course that cannot be covered by present budget:

f. Have the following academic support units been consulted?

1. Library Collection Management Office (#2771): yes \_\_\_ no

Give the date and person contacted:

2. Computer Center: yes \_\_\_ no

3. Audio-Visual Services: yes \_\_\_ no

g. List courses in other departments that may cover or partially cover the subject matter of the proposed course.

2. Attach outline of proposed program or course.

(Form Revised February, 1991)