Significant Change to Undergraduate & Graduate Degree

I. Identifying Information

a) Academic unit
   College of Arts and Sciences

b) Teaching unit

c) Degree affected

d) Proposed effective date

II. Rationale

a) Please describe the significant change that you are proposing.

b) What is the rationale behind the change?

c) Please list all of the courses required for completion of the major and indicate whether each course is unchanged, has a minor change, has a significant change, or is a new course. If the course change is minor, please include a clear description of the change. This will serve in lieu of the Minor Change Proposal Template. If the course has a significant change or is a new course, follow the procedures for submitting a proposal for each new or significantly changed course; however, also include a description of each course in this document.

A brief summary of the changes (only) is recommended here, with the full list of required and elective courses listed in the required draft catalog text. Whether written here or in the catalog text, CAS EPC recommends the following format: unchanged text in black, new text in blue, and deleted text struck through and in red.

d) After the change is implemented, will the resulting major affect any other programs now offered by your teaching unit? By other teaching units? By other members of the Consortium of Universities of the Washington Metropolitan Area? Explain.

e) After the change is implemented, compare the resulting major’s requirements to the requirements of similar majors at other institutions nationally

f) Please include statements from the deans of the other academic units if the change affects majors or courses within their units and a statement from the University Librarian if the change affects library resources.
III. Student Interest

a) What impact is the proposed change expected to have on student interest?

IV. Resources available to support this program

a) Will the proposed change have an impact on the resources needed to support this major? If so explain its impact on:

i. Current faculty members (tenure-line and term) who will teach courses in the major.
ii. Current staff (full-time staff, part-time staff, graduate assistants, etc).
iii. Special facilities and/or equipment currently available to the teaching unit in support of this change?
iv. Will there be a need for additional space (not currently controlled by the teaching unit) as a result of this change?

If new courses, or more sections of existing courses, will be needed for this change, additional classroom space must come from somewhere. The proposal should indicate whether other course sections will no longer be offered to make room for these sections, whether additional university space will be needed, or whether the unit will use its own departmental space. If using departmental space, will the new sections displace existing courses already scheduled in that space?

b) In all of the above cases in part IV, what are the resource plans if the major exceeds its projected growth as a result of this change?

*Please note that the Significant Change to Graduate Degree will reference “program” not “major.”

V. Implementation plans

a) In what year will the changed major take effect?

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Program changes are implemented in the Academic Year (AY) that runs fall to summer. Changes to a major should not be implemented midyear

b) How will current students be accommodated?
VI. Enrollment projections

a) Will the change impact enrollment? If so, provide a five-year estimate of the number of students to be admitted to this major each year during the implementation period. Provide separate estimates for full-time and part-time students.

b) Will the period of study (in semesters) change for full-time students and part-time students? If so, outline the period of study for each group.

c) On the basis of the above, estimate the total number of students who will be actively taking courses in the major each year during the first five years.

d) What is the timing and sequencing for all required and elective courses. What will be done if enrollments exceed projections?

VII. Financial considerations

Will the proposed change impact the major's budget and/or finances? If so:

a) On the basis of the information provided above, itemize the cost of changing and implementing this major.

b) How do you plan to obtain the funds required to support the implementation of this major?

c) What additional income (tuition and other) will this major generate as a result of the change?

d) Are there long-term financial considerations associated with this change in the major? Explain.

VIII. Assessment

Note: The primary teaching unit will assess the major on a yearly basis. At the end of the first five years, the primary teaching unit shall present an assessment of learning outcomes to the Faculty Senate Assessment Committee.

a) Does this significant change in the major affect its learning outcomes, including the competencies that students are expected to demonstrate? If so, please describe the new learning outcomes and the qualitative and quantitative criteria for assessing those outcomes.

b) If applicable, what are the learning outcomes for the new major?

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c) If applicable, what qualitative criteria and evidence should be used to assess learning outcomes for students who complete this major?

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d) Provide some examples of methods you plan to use to assess the programs learning outcomes.

IX. If applicable, list any new courses or changed courses including a brief description. Note that a New Course Proposal and/or Minor Change to a Course Proposal must be submitted separately for each affected course.

The need for a Minor Change to Course form seems to contradict the information in section II.(c.) of this document. However, if the program change does require a minor change to one or more courses, CAS EPC recommends supporting the program change with individual minor course change proposals for maximum clarity. Whenever possible, all related EPC proposals should be submitted for consideration at the same EPC meeting.

X. Catalog Copy
a) Please attach a revised program listing for the major as it is to appear in the University Catalog, following the format of the current catalog.