



BENEDICT COLLEGE DIVISION OF ACADEMIC AFFAIRS

RECOMMENDATION FOR CURRICULUM REVISIONS

Name of Person Proposing Revision:

Date:

Department:

School:

Course Name and No.:

Recommendation:

	Add new required course	ANRC
	Add a major	AM
	Add as a prerequisite	AP
	Add course to program of study	ACPS
	Change course name	CCN
	Change course number	CCNU
	Change course status: requirement - elective	CCS
	Change number of credit hours	CNCH
	Change prerequisite	CP

	Delete course from catalogue	DCC
	Delete course from program of study	DCPS
	Delete a major	DM
	Delete a minor	DMN
	Delete as a prerequisite	DP
	New elective course	NEC
	Revise course description	RCD
	Revise a major	RM
	Revise a minor	RMN
	Selected Topic Course	STC
	Propose a minor	PMN

Concise Explanation of Proposed Change:

Rationale for Proposed Change:

Proposed Date for Implementation:

Implications of Proposed Change for:

Faculty Resources:

Physical Facilities and Instructional Resources:

Library Resources:



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CURRICULUM REVISION PROCESS DOCUMENTATION

Required Documentation:

- | | |
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| <ol style="list-style-type: none"> 1. Departmental Meeting Minutes 3. Old and New Program of Study 5. Revised Curriculum Information in Catalog Format | <ol style="list-style-type: none"> 2. New/Revised Course Description 4. School Meeting Minutes 6. Curriculum Development Committee Minutes |
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This form is intended to assist in documenting the internal and external assessments that influenced curriculum recommendations.

1. In the *Criteria* section, please provide a brief narrative summarizing the data utilized to determine departmental and student learning needs. Input from the SLO Assessment Reports is required for all revision requests; in addition, please respond to any other sections that are applicable to your department.
2. In the *Documentation Available* section, please list the artifacts/datasets that are available to support your narrative. These items should then be uploaded to the *Spring 2021 Curriculum Revision Documentation* dropbox available in the Curriculum Revision and Assessment community in E360. Please be sure to label documents on this form with the same title utilized on the documents in the dropbox.

	CRITERIA	DOCUMENTATION AVAILABLE
Internal Review	<p>SLO Assessment Reports (Required) Summarize particular findings from previous program assessments and explain how the changes are intended to improve student learning or performance.</p>	
	<p>Program Reviews Summarize the findings from previous program reviews and operational assessments, and explain how the changes are intended to improve program effectiveness.</p>	
	<p>Career Pathways Initiative Explain how the proposed changes address particular Career Pathways initiatives. How do the proposed courses and experiences improve students' ability to plan and prepare for careers in the field.</p>	
	<p>Student Surveys, Senior Exit Surveys, and Alumni Feedback Summarize current and former student input to the decision-making process. Explain how the proposed changes address student and alumni concerns regarding the curriculum.</p>	



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	CRITERIA	DOCUMENTATION AVAILABLE
External Review	<p>Accreditation Association Standards Provide the standards addressed by the recommended curriculum changes and explain how the proposed changes will satisfy the given standard.</p> <p><i>Name of Agency:</i></p>	
	<p>Advisory Council Review Summarize recommendations made by the unit's advisory council, if applicable.</p>	
	<p>Industry Input and Employer Feedback Describe input from employers, industry leaders, professional councils, etc. in your field and explain how the proposed changes will satisfy demonstrated industry needs.</p>	
	<p>Market Forecasts Summarize relevant trends and employment projections for your industry and explain how the proposed changes will improve chances for student participation in the professional marketplace.</p>	
	<p>External Reviewers Provide feedback from external constituents who reviewed your newly proposed curriculum. Are they in agreement with the proposed changes?</p>	

Impact Upon Faculty Credentials and Educational Resources:

Outline the impact upon faculty and departmental resources. Will a different set of credentials or additional areas of expertise be required? Will the proposed courses increase the number of faculty required in the department? Will specialized resources or additional operational funding be required?