

##### Standard Program Change Proposal

**Date:** *Please select the date this proposal was developed.*

**Program:** *Enter the full program name. For example, B.A. Chemistry: Pre-Professional*

**Summary of Change(s):**

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| *Enter a descriptive title to summarize the proposed change. This form is used for substantive changes to the program-level student learning outcomes as reflected in program requirements, directed electives, distributional or cognate requirements* | *Enter a title for the proposed program changes.* |

**Faculty:** *Faculty member responsible for preparing this form and presenting proposal at the CC meeting*

**School:** *School or College this program originates from.*

**Upcoming Semester this change is to be effective:** *Select a future semester.*

**Minimum GPA Required for Graduation:** *Minimum PROGRAM GPA.*

**Other GPA Requirements:** *Other GPA requirements.*

**Catalog changes:** *List all catalog changes needed if this proposal is approved**List catalog changes*

**Detailed Changes:**

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| --- | --- |
| **CURRENT PROGRAM** *Enter the current complete program information, required courses, titles, credits, minimum GPA, total credits, etc.* | **PROPOSED PROGRAM** (mark all changes) *Enter the complete proposed program information* |
| *Enter the current information* | *Enter the proposed program requirements, highlight all changes. For example, use strike-through, bold, italics, etc. Include the total proposed credits required.* |

1. **Program Assessment:**

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| 1. **Formal Reports**   *Attach the “Unit Course Assessment Report – 4 Column” report for the most recent review cycle from each affected program.* | *Note: this Tracdat report is available within units titled “Program (DEPT) – [degree name]”. Select the “Report” tab and “run” this report from the “Program” worksheet.* ***Submit the report as a .pdf file along with Form D.*** |
| 1. **Rationale**   *Provide a rationale for the proposed change. The rationale should address how assessment activities and findings support and led to the proposed change and address the proposed impact on student learning. Specifically address the assessment plan and findings from the attached assessment report. Address how the proposed change relates to external accreditation or other requirements.* | *Describe the rationale for the change(s).* |
| 1. **Outcomes**   *Describe any changes to the program-level student learning outcomes, and to the assessment of those outcomes.* | *Describe the outcome changes.* |

**Degree Audit:**

Submit, as a Word document, the complete degree audit for the new program. *Include requirements of the program, cognates, general education requirements, minor-if any, graduation requirements, the semester the audit becomes effective for students, and the audit revision date. The degree audit filename should be descriptive of the program name and include the effective date if approved, e.g. BA\_Chemistry\_PP\_Audit\_F12.doc.*

**Curriculum Map:**  
Attach program-level curriculum map(s) demonstrating the relationship of course-level student learning outcomes to the program-level outcomes. Resources to assist in developing of a curriculum map include <http://manoa.hawaii.edu/assessment/howto/mapping.htm>

**RECORD OF ACTION -** Proposal for: ***Enter the name of the program.***

This form must be submitted to the Registrar’s Office following school approval and concurrence of the dean. The Registrar’s Office will distribute for the Curriculum Committee. An approved signed copy will be returned to the School with the original kept in the Registrar’s Office, after final approval.

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|  | Date | **For** | **Opposed** | **Abstained** | **Absent** |
| **Departmental (Advisory) Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **School Faculty Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **College Dean’s Approval:** |  | Signed: | | | |
| **Curriculum Committee Vote:** |  |  |  |  |  |
| **Provost:** |  | Signed: | | | |