



Minnesota State University, Mankato HOLD and CLEAR buttons only compatible with Acrobat V. 4 and 5
Curriculum Proposal

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

College: <input style="width:100%;" type="text"/> Department: <input style="width:100%;" type="text"/> Program: <input style="width:100%;" type="text"/> Type of Change Proposed: <input style="width:100%;" type="text"/> Title Current: <input style="width:100%;" type="text"/> Title Proposed: <input style="width:100%;" type="text"/> 24-Char. Abbrev: <input style="width:100%;" type="text"/>	(Check all that apply): <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate CIP # _____	Proposal # <input style="width:50%;" type="text"/> Effective Date of Change: <input style="width:50%;" type="text"/> Academic Year <input style="width:50%;" type="text"/> (For Office Use Only)						
		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%;">Course Designator and Number</th> <th style="width:30%;">Number of Credits</th> </tr> </thead> <tbody> <tr> <td><input style="width:100%;" type="text"/></td> <td><input style="width:100%;" type="text"/></td> </tr> <tr> <td><input style="width:100%;" type="text"/></td> <td><input style="width:100%;" type="text"/></td> </tr> </tbody> </table> <p align="center">(if applicable)</p>	Course Designator and Number	Number of Credits	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Course Designator and Number	Number of Credits							
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>							
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>							

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

Rationale or Justification for change:

*****For General Education or Cultural Diversity Courses Only*****

<p align="center">General Education Course:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">GE Category #</th> <th style="width:85%;">GE Category Name (Maximum of 3 Categories)</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"><input style="width:100%;" type="text"/></td><td></td></tr> <tr><td style="height: 20px;"><input style="width:100%;" type="text"/></td><td></td></tr> <tr><td style="height: 20px;"><input style="width:100%;" type="text"/></td><td></td></tr> </tbody> </table> <p>? For Writing Intensive Courses, attach a description of the kind and quantity of writing. ? For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.</p> <p>Attach paper copies of the following:</p> <ol style="list-style-type: none"> a. Syllabus or course outline. b. Course's student learning outcomes associated with each GE competency or CD designation. c. List of strategies to be used to assess students' achievement of each GE competency or CD designation. 	GE Category #	GE Category Name (Maximum of 3 Categories)	<input style="width:100%;" type="text"/>		<input style="width:100%;" type="text"/>		<input style="width:100%;" type="text"/>		<p align="center">Cultural Diversity Course:</p> <p align="center">(Please check one.)</p> <p>Core (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.)</p> <p>Related (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)</p>
GE Category #	GE Category Name (Maximum of 3 Categories)								
<input style="width:100%;" type="text"/>									
<input style="width:100%;" type="text"/>									
<input style="width:100%;" type="text"/>									

*****For New Courses*****

(Check all that apply): <input type="checkbox"/> Course is an elective. <input type="checkbox"/> Course is required for program Pre- or Co-requisites: <input style="width:100%;" type="text"/> <input type="checkbox"/> Other courses are being changed or eliminated. (Explain.) _____	Instructional Type: <input style="width:100%;" type="text"/> Grading Format: <input type="checkbox"/> Grade <input type="checkbox"/> P/N <input style="width:100%;" type="text"/> <input style="width:100%;" type="text"/>	Course will be offered: <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester <input type="checkbox"/> Summer Session
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Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:

- a. Syllabus or course outline.
- b. Course's student learning outcomes.
- c. A list of resources required to offer and support this course.
- d. A description of how teaching this course will affect department staffing.
- e. If 400/500 level course, an explanation of added expectations of graduate students.



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*****For Program Proposals*****

Attach paper copies of the following:

- a. Student learning outcomes for the program.
- b. Minutes from department and college curriculum meetings in which action was taken on this proposal.
- c. Program Assessment Plan. Forms are available on the Academic Affairs Web site:
<http://www.mnsu.edu/acadaf/pra/forms/>
- d. List of program requirements for **New** programs, or a list of **Current** and **Proposed** program requirements for **Redesigned** programs.
- e. A list of resources required to offer and support this program.
- f. A description of how offering this program will affect department staffing.
- g. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits:

*****For Programs Requiring MnSCU Approval*****

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site:

<http://www.mnsu.edu/acadaf/Curriculum/currformsprocess.html>

1. **Creation** of an entirely new program.
2. **Redesign** of existing programs, which takes any of the following forms:
 - ? Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
 - ? Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
 - ? Change in program name.
 - ? Change in program CIP #.
 - ? Change in TOTAL program credits.
 - ? Change in degree award. For example, changing a B.A. to B.S.
 - ? Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)
3. **Relocation** of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.
4. **Replication** of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.
5. **Suspension or reinstatement** of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.
6. **Closure** of a program. This proposal requests closure of an existing program and its removal from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.



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*****Signature Page*****

Department

Recommended (Category/ies _____)

Not Recommended (Category/ies _____)

Department Chair

Date

Comments:

College Curriculum Committee

Recommended (Category/ies _____)

Not Recommended (Category/ies _____)

Committee Chair

Date

Comments:

College Dean

Recommended (Category/ies _____)

Not Recommended (Category/ies _____)

Dean

Date

Comments:

General Education Subcommittee

Recommended (Category/ies _____)

Not Recommended (Category/ies _____)

General Education Subcommittee Chair

Date

Comments:

Undergraduate Curriculum and Academic Policy Committee

Recommended (Category/ies _____)

Not Recommended (Category/ies _____)

UCAP Faculty Chair

Date

Comments:

Faculty Association Graduate Committee

Recommended

Not Recommended

Faculty Association Graduate Chair

Date

Comments:

Graduate Dean

Recommended

Not Recommended

Graduate Dean

Date

Comments:

Academic Affairs Council

Recommended (Category/ies _____)

Not Recommended (Category/ies _____)

Assistant Vice President

Date

Comments:

Senior Vice President and Vice President for Academic Affairs

Approved (Category/ies _____)

Not Approved (Category/ies _____)

Sr. Vice President / Vice Pres. Academic Affairs

Date

Comments: