

Figure Three: Prospectus for Curriculum Change at George Fox University

Title of Proposal: Insert title of proposal

Date Proposal Submitted: Insert date proposal is submitted to the Curriculum Review Committee

Person Responsible for Proposal: Insert name of person responsible for the proposal

School: Insert name of school

Department: Insert name of department

Department Chair: Insert name of department chair

Proposal Advocates: Insert names of others who could provide information about the proposal

Nature of Proposed Change

Does the proposed change involve: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> A new program or degree | <input type="checkbox"/> New course in existing program or major |
| <input type="checkbox"/> A new major | <input type="checkbox"/> Modification to undergraduate general education |
| <input type="checkbox"/> Alternate delivery system not requiring NWCCU approval | <input type="checkbox"/> Modification to course description |
| <input type="checkbox"/> New academic enhancement and support program | <input type="checkbox"/> Other (please describe fully in Summary and Proposal Details) |

I. Summary

Provide a clear statement of the nature and purpose of the proposal in the context of the mission and goals of your department and the institution.

Type text here.

II. Authorization

The Curriculum Committee will only accept proposals that have been approved by the academic department. The department chair or school dean must submit proposals. Proposals from individual faculty members will not be accepted. Please list date of approval by department:
Insert date proposal was approved by department:

Has the proposal been approved by the appropriate Dean (or another administrator)?
Yes No

The Prospectus should include a statement of support from the appropriate Dean(s) or another administrator. The letter from the Dean should briefly summarize the proposal and include a brief discussion of the reasons why this proposal is being recommended to the Curriculum Committee.

Does the proposed change require approval by NWCCU? Yes No

Does the proposed change require approval by another accrediting agency or organization?
Yes No

If yes, please identify the accrediting organization and briefly describe the approval process:
Identify the accrediting organization and briefly describe the approval process.

III. Proposal

A. Details

Provide a detailed description of the proposed change. Include descriptions of new courses and existing courses that will be altered. Please note the following expectations of a complete proposal:

- *If you are proposing a change that requires new course numbers, contact the Registrar before submitting the proposal.*
- *Please include a discussion of learning outcome objectives for the proposal.*
- *If you are proposing a change to an existing course, please provide a preliminary syllabus (as an appendix) that indicates how the course will be altered.*
- *If you are proposing a new course, please provide the catalog description of the proposed course.*
- *For proposals involving multiple changes to department or program curriculum, please provide a grid that summarizes all proposed changes. If the proposal involves changes in course credit or faculty load, please include this information in the grid.*

Type text here.

B. Planning

Provide a detailed description of the planning process followed in preparing this proposal. This section should include (if appropriate):

- *Evidence of a strategic planning process and a list or description of the long-range goals for the department or program. Please discuss how the proposed change fits into your long-range strategic plan.*
- *Evidence of need for the proposed change(s).*
- *The student group(s) to be served.*
- *Organizational arrangements within the institution required to accommodate the change. (e.g., Library, recordkeeping, IT support, extra requirements of Registrar, etc.)*
- *Evidence of market analysis. For proposed changes to existing courses (or programs) or additions of new courses, an appropriate market analysis would be a comparative analysis of the offerings at George Fox University and those at peer institutions.*
- *A timetable for implementation.*

Type text here.

C. Faculty

This section should include:

- *A list of the current faculty and staff whose loads or work responsibilities will be affected by the proposal. Include the educational and professional qualifications of these individuals as they relate to the proposed changes.*
- *Describe the anticipated sources and plans to secure additional qualified faculty and staff as appropriate.*

D. Library and Information

Describe any changes in library or informational technology resources that are required by this proposal. Please consult with the George Fox University Librarian concerning library or information acquisition needs before submitting your proposal.

Type text here.

E. Physical Facilities

Describe the adequacy and availability of the current physical facilities that will be used in by the

proposed change. Describe any changes in physical facilities that are required to accommodate this proposal.

Type text here.

F. Student Services

Describe the provisions needed in support services to students affected by the change. (e.g., registration, student financial services, student life, Institutional Technology, international student services, etc.) Discuss any implications of the change for services to the rest of the student body. As appropriate, please have a conversation with the affected departments before submitting your proposal.

Type text here.

G. Budget

Provide a detailed budget for the proposed change. Please note the following expectations of a complete proposal (if applicable):

- *Projections (revenue and expenditures) for each of the first three years, including financial considerations associated with the change itself.*
- *A description of institutional financial support, both new funds and reallocations of current resources.*
- *A summary of faculty load credit changes associated with the proposal.*

Type text here.