Curriculum Revisions Proposal

*For Curriculum Office Use Only:* [ ]  *Minor Change (Fewer than 3 Revisions)*

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| Program Name: |  |
| Program CIP: |  |
| Effective Term: |  |
| Name of Proposer and Title: | **First and Last Name** | **Title** |
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**BEFORE COMPLETING THIS FORM – REVIEW THE CAB CHECKLIST AND REMINDERS DOCUMENT (PROVIDED IN THE SHARED WORKING FOLDER)**

**Important Note:** Confirm approval with the District Discipline Dean (DDD) of the proposed changes *before* submitting this proposal to the Curriculum Office. All CAB proposals will require approval signatures from the proposer, DDD, and Campus Provost once the proposal has completed the review process with the Curriculum Office.

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| PROPOSAL SUMMARY |
| Award Terms:* Substitutions and/or equivalencies added or revised
* Electives added or revised
* Sequence changes
* Adding/removing course(s) (from the current catalog)
* Adding new course(s) (not in current catalog)
* Terminating course(s)
* Course revisions
* Adding a new award
* Award deactivation
* Any other possible changes to the award(s).
 | Please edit/follow the templates when provided throughout the form. List all changes being proposed. Copy or remove bulleted items as needed:List of Awards Impacted:* AAS – Insert Title (insert brief summary of changes using list of terms that apply from left column)
* Level 1 Certificate – Insert Title (insert brief summary of changes using list of terms that apply from left column)
* Level 2 Certificate – Insert Title (insert brief summary of changes using list of terms that apply from left column)
* OSA – Insert Title (insert brief summary of changes using list of terms that apply from left column)
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| Course Terms:* Revised credit/Lecture/Lab/Practicum/Clinical/Co-Op/Internship Hours
* Revised course title, description, &/or SLOs
* New or revised prerequisite/corequisite
* Course removal (remove from program only)
* Course termination (terminated from catalog)
* New course (not in current catalog)
* Add existing course (from current catalog)
 | List of Courses Impacted:* Revise – Insert Course Rubric, Number, and Title (insert brief summary using list of terms that apply from left column)
* New Course – Insert Rubric, Number, and Title (New course not in current catalog)
* Terminate – Insert Course Rubric, Number, and Title (Terminated from catalog)
* Add – Insert Existing Course Rubric, Number, and Title (from current catalog)
* Remove – Insert Course Rubric, Number, and Title (remove from program only)
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|  | List of Additional Impacts:* Course Equivalencies – Insert courses that should have equivalencies entered in Banner (see page 5 for information on equivalencies)
* Catalog program description - Insert revised or not revised (Insert if included below or attached separately)
* Marketable Skills – Insert if revised or not revised (separate attachment required)
* Assessment Plan – Insert if revised or not revised (separate attachment required)
* PLA Impact – Insert revision needed/no revision needed/not applicable
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| PROPOSAL RATIONALE |
| **Provide a Rationale/Summary.**  | HOW TO COMPLETE THE NEXT TWO SECTIONS: * Copy the list created in the summary to ensure all items have been addressed in the next two sections.
* Provide a justification for each individual award and course change, include why a new course/curriculum is being added, why course/curriculum is being removed, etc.
* Provide an overview and explanation of why changes are being proposed.
* Include in your rationales how these changes will benefit or impact the department, students’ success, skill building, etc. Include research, trends, advisory committee input, technology changes, state-mandated changes, student enrollment or completion data, etc.
* Note: New courses or course revisions involving prerequisites/corequisites will be entered in the next section.

*Some listed items can be grouped if necessary and appropriate (for example, resequencing many courses will have the same rationale). Be sure to include why the proposed changes are necessary.* |
| **Provide a detailed rationale for any prerequisites, concurrent enrollment, or corequisites being revised or added.** | Prerequisite/Corequisite Revisions and/or New Courses with Prerequisites/Corequisites* Rationale must include why each course is being added/removed as a prerequisite/corequisite.
* Ensure that credit hours do not impact the maximum credit hours allowed for an award (review on curriculum outline).
* Ensure that prerequisites do not impact course sequencing and program coherence (review on curriculum outline).
* If not applicable, enter “N/A.”

List of Courses with added or revised Prerequisites/Corequisites* Insert Course Rubric, Number, and Title (copy and paste this template for each course)
	+ Describe relevant curriculum and skills, and why the change is needed
* List prerequisite, concurrent, or corequisite course(s) being added or removed to course.
	+ Describe relevant curriculum and skills in these courses and how the change will impact skill building and student success.
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| PROGRAM REVISIONS |
| **Is 25% or more of the program’s curriculum being revised?**  | If so, explain in detail what other alternatives or options were explored and why these were not successful. If not applicable, enter “N/A.” |
| **Will this change require a catalog *program* description update?** | This is referring to the text provided before the curriculum outlines in the catalog; this usually includes an overview of the program and/or any related admissions requirements. If yes, please provide the revision here or as a separate document (notate if it will be attached). If not applicable, enter “N/A.” |
| **What is the impact to online course offerings for each award?** | PART I: Will this proposal result in additional online course offerings? This includes new courses that will offered online (full and hybrid), current courses that will be offered online that are not currently, and any other changes to course modalities that may impact the portion of each award that is offered online.PART 2: - Curriculum Office Completes: What are the current and proposed percentage of courses for each award that are offered online (full and hybrid)? |
| **Is a program (track/award/degree/ certificate) being terminated?** | When a program (track/award/degree/certificate) is terminated, we are required to notify SACSCOC and provide a “teach-out” plan. The purpose of this plan is to help the students who are enrolled in the program being terminated by designing a plan to help them reach their academic goals through advising, communication of the closure, notification of remaining course offerings, course progression to complete current or an alternative program, etc. If applicable, please provide the teach-out plan. |
| **How will the students following the current catalog degree plan be impacted by the proposed change(s)?**  |  |
| **Provide three years of enrollment and completion data (only for proposals that include adding a new award or new track).** | For all proposals adding new award(s)/track(s): (if not applicable, enter “N/A”)PART 1: How many students have been enrolled in the program and each award in the past three years? PART 2: Also, how many completers have there been for each award in the past 3 years? *Note: It may help to refer to your most recent program review information.* |
| PRIOR LEARNING ASSESSMENT (PLA) IMPACT |
| **Are the courses with proposed revisions offered as linked courses that are eligible for PLA Credit?** | Provide the revisions needed for the related linked courses. If not applicable, enter “N/A.” (NOTE: The Linked Course process is separate from CAB). |
| **Are the courses with proposed revisions offered as PLA Credit through a department assessment?** | Provide the revisions needed for the PLA department assessment process. If not applicable, enter “N/A.” (NOTE: The department PLA revision process is separate from CAB). |
| NEW COURSES |
| **Does the proposed course revision align with ACGM or WECM guidelines?**  | If not, please explain. If unsure, please download and review the ACGM or WECM manuals from the Curriculum Resources webpage. |
| **If new courses are being proposed (i.e. courses not currently in the Collin College catalog), provide the name and credentials of the faculty qualified to teach these new courses.** | Course Number and Rubric: | Name of Faculty: | Academic Degrees and Courses Taught: | Qualifications: |
| **Do the proposed new courses or course revisions result in additional fees/lab fees?** | Provide the relevant list of courses that require additional fees. If not applicable, enter “N/A.”Note: All course fees (new and revised) must be requested and approved by the Board of Trustees using [this form](http://inside.collin.edu/businessoffice/pdfs/Request%20for%20Board%20Approved%20Fees_20211203.pdf). Any curriculum changes after December may miss the window for fee approval for the Fall semester. The current list of approved course fees is available here: <https://www.collin.edu/bursar/labfees.pdf>  |
| REVISED, REMOVED, AND TERMINATED COURSES |  |
| **Are students currently enrolled in the relevant course(s) for the upcoming semester?**  | Are students currently enrolled in the relevant course(s) for the upcoming semester? If not, when were the last offerings of the relevant courses? |
| **Do the proposed course revisions, removals, or terminations impact any other courses or programs?**  | HOW TO COMPLETE THIS SECTION:PART I: For every course being revised, removed, or terminated in the proposal, search the online PDF catalog for impacted programs. To do this, [open the PDF Catalog](http://www.collin.edu/academics/pdf/2022-2023%20Collin%20College%20Catalog.pdf), press Ctrl + F on your keyboard, and type in the rubric and course number of each course. This will help you identify every award and course that is impacted. Provide a list of every award or course that is impacted:*
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PART 2: Contact the relevant discipline leads to engage in discussion of these proposed curriculum revisions to discuss potential impacts and verify that the changes will be supported. List the discipline leads contacted with a brief summary of your discussion. Forward the email confirmation of discussions to curriculumoffice@collin.edu. *
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| **Are course credit hours being increased or decreased?** | If yes, explain the need for increasing/decreasing them and confirm the following: * Credit hours do not impact the minimum or maximum credit hours allowed for an award.
* Other programs using the course are aware of the change and the implications to those programs.
* The change does not impact the student learning outcomes.

If not applicable, enter “N/A.” |
| **Are course contact hours being increased or decreased?** | If yes, explain the need for increasing/decreasing them and confirm the following: * Contact hours do not impact the minimum or maximum contact hours allowed for the course.
* Other programs using the course are aware of the change and the implications to those programs.
* The change does not impact the student learning outcomes.

If not applicable, enter “N/A.” |
| **Are courses being removed or terminated?** | If yes, explain how course substitutions and/or equivalencies will be addressed.*If a student fails the removed or terminated course and plans to re-take the course, will there be an equivalent course (designated in Banner) for students to take or will there be a substitution available (not managed through Banner)?* If not applicable, enter “N/A.”IMPORTANT NOTES ON EQUIVALENCIESCourse Equivalencies – Banner will automatically substitute a course in the degree plan with the designated equivalent course. This will be in effect for all students, no matter which catalog they follow. *This means if a student has taken both courses, only one will be applied to the award since they are equivalent.*Course Substitutions – Manual substitutions are made on a case-by-base basis by the department depending on the individual student’s situation. Automatic course substitutions are indicated in the curriculum outlines as a possible substitute or option. Automatic substitutions must be notated as a change on the curriculum outlines. |
| **LOCAL NEED AND/OR SPECIAL TOPICS COURSES** |
| **Are Local Need or Special Topics courses being added?** | If yes, provide the following for **each** proposed Local Need/Special Topics course:* Explain the need for adding the Local Need or Special Topics course(s).
* Provide related research (such as, are other colleges offering a similar course?)
* Confirm that WECM courses and Collin courses have been reviewed to ensure there is no WECM or Collin course that closely matches this new course.
* Include whether the new proposed Local Need course is an ‘Introductory Course’, ‘Intermediate Course’ or ‘Advanced Course’.
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