**BEREA COLLEGE**

**SHORT FORM FOR CURRICULUM REVISION PROPOSALS THAT INVOLVE**

**SLIGHT MODIFICATIONS TO EXISTING CURRICULUM**

* The following SHORT FORM and guidelines are provided to assist Berea College faculty in the development of proposals for SLIGHT MODIFICATION to existing curriculum such as:

1. Updates and/or slight modifications to course descriptions
2. Changes in prerequisites
3. Update of a course title
4. Updates of the department’s catalog description that does not make changes in degree requirements or admission to the major requirements
5. Deletions of existing courses that are (a) not required and/or (b) not a collateral course for the degree in other departments
6. Dropping a cross-listed course if the action has been approved by all departments/divisions involved
7. Adding and/or deleting no more than one or two courses to an approved major/minor distribution list if the changes do not allow students to take the majority of their major/minor courses at the 100 and 200 level AND if the action has been approved by all departments/divisions involved.
8. Other curriculum issues that involve only slight modifications

* Please read through these items carefully and consult with your Academic Program Council (APC) Divisional Representative, and others as necessary as you develop the proposal.
* Proposals are to be submitted by a Division Chairperson on behalf of the associated departments. On occasion a proposal may be submitted by the Associate Provost if it falls outside a given division (e.g., General Studies).
* Submitted proposals must have been carefully reviewed by the department and division as well as related department(s) or division(s).
* Submission by the Division Chair is certification that all other relevant Division Chairs and Department Chairs have explicitly given approval in writing to the proposal. All relevant chairs and coordinators are copied on the same final electronic submission of the proposal that is sent to the Academic Program Council (APC) Chair.
* Proposals may be submitted throughout the year, but *they must be received no later than November 15 if they require action for implementation for the following academic year*. Proposals received after the deadline may not be acted on in time to implement them for the next academic year.
* Completed proposals, which meet all the requirements, should be submitted by Division Chair electronically, who will forward them to the Academic Program Council Chair and/or another appropriate body.

**USE THIS SHORT FORM FOR CURRICULUM REVISION PROPOSALS THAT INVOLVE SLIGHT MODIFICTIONS TO EXISTING CURRICULUM**

**Proposal(s) should follow this outline and include everything that is requested.**

1. **Initial Information that Includes**:

* Name of Department and Name of the Department Chair
* Division and Name of Division Chair
* Date of Original submission
* If needed, resubmission date
* A Brief Descriptive Title of the Proposal

1. **Proposal Summary (ies*)*** — State succinctly what is being proposed. (If multiple changes/proposals are being submitted, a brief summary or overview of each is required. Label each proposal – Proposal #1, Proposal #2, etc.)
2. **Rationale/Considerations**— Explain why the proposal is being made.
3. **Impact on Student Progression** — Describe the impact of the proposed changes on the ability of current students to complete their major or minor following the curriculum that was in place when they were admitted to the department. If there is no impact, please say so.
4. **A More Detailed Description of Proposals that Only Involves Slight Modifications**
5. **Changes/updates to course descriptions that involve only slight modifications and do not constitute substantive changes in the course content or learning outcomes.** Please include a copy of the current catalog course description beside the proposed catalog course description. Highlight the proposed changes in yellow and underline them.

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| **CURRENT CATALOG** | **PROPOSED** |
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1. **Changes in prerequisites**: Please include a copy of the current catalog course description with prerequisites beside the proposed catalog entry with the proposed prerequisite changes. Highlight the proposed changes in yellow and underline them.

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| **CURRENT CATALOG** | **PROPOSED** |
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1. **Update of a course title that only involves slight modification and does not constitute substantive changes in course content or learning outcomes:** Please include a copy of the current catalog entry (course title and course description) beside the proposed catalog entry with the proposed title changes. Highlight the proposed changes in yellow and underline them.

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| **CURRENT CATALOG** | **PROPOSED** |
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1. **Updates of the department’s catalog description that does not make changes in degree requirements or admission to the major requirements.** Please include a copy of the current catalog entry followed by the proposed catalog description of the department. The updated catalog description of the department should follow the current catalog model. Highlight the proposed changes in yellow and underline them.

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| **CURRENT CATALOG** | **PROPOSED** |
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1. **Deletions of existing courses that (a) are not required for a degree in your department and/or (b) are not a collateral course for a degree in other departments:** List the courses that are to be deleted.
2. **Dropping a cross-listed course if the action has been approved by all departments/divisions involved.** If a cross-listed course is to be deleted, please attach a statement of approval specifying the specifics changes from the other department.
3. **Adding and/or deleting no more than one or two courses to an approved major/minor distribution list** if the changes do not allow students to take the majority of their major/minor courses at the 100 and 200 level AND if the action has been approved by all departments/divisions involved. If any of these additions or deletions involve other departments/divisions, please attach a statement of approval specifying the specifics changes from the other department(s).
4. **Any other curriculum issues** that involve only slight modifications.
5. **If required, statements of approval specifying the specifics changes from the other departments that could be impacted by the proposed changes**
6. **Optional:** Any supporting documentation and evidence that the department wishes to include that would help the proposal reviewers better understand the proposed changes.

**Notes:**

* If there is a change in course description AND/OR course title AND/OR prerequisites, only one “Current” catalog course description with title and prerequisites needs to be submitted and only one “Proposed” revised course description and/or new title and/or new prerequisites need to be submitted. Highlight the proposed changes in yellow and underline them.

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| **CURRENT CATALOG** | **PROPOSED** |
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* If a specific section/question/topic is not applicable to the proposed changes, write “Not Applicable.”
* The submitted document should include a header with the current date and page number on each page. If the proposal has to be resubmitted, a new date should be entered in the header.
* If all components listed in I through VI are addressed as requested, the proposal will be easier to review, and the APC will have the needed information to make a careful, informed decision.
* These curriculum revision proposal(s) that involve only slight modifications to existing curriculum go through the following levels of review
  + Department Faculty and Department Chairperson
  + Division and Division Chairperson
  + Academic Program Council Divisional Representative
  + Associate Provost
  + Academic Program Council
  + May approve the curriculum revision proposal that only involves slight modifications to an existing curriculum
  + May request more information and/or request that the proposal follow the guidelines in the Short Form
  + May inform the Division Chair, who will inform the Department Chair, that the Long Form needs to be used for this proposed curriculum change as the requested changes are more substantive in nature. A new proposal using the Long Form will need to written following all the guidelines and procedures as outlined on the Long Form
  + Executive Council
  + Approved curriculum revision proposals that involve only slight modification to existing curriculum are placed on the Faculty Meeting Agenda for information purposes only