CEAC COURSE MODIFICATION  
Addition or Elimination from a Gen Ed Competency-No Other Changes

*PLEASE BOLD* the appropriate Proposal Type listed in the line above (Addition or Elimination)

*Instructions: The initiator of this proposal uses this list to ensure that all proposal requirements are met for the review process.*

1. **Course number, title, and number of credits:** List the department and/or division, semester credit hours, and/or laboratory meetings per week. If the number of contact hours is different from the number of semester hours, both figures should be included.
2. **General Education Common Core:**  
     
   a) If this course is part of the General Education Common Core already and would like to be REMOVED from a Competency, please explain the reason for the removal. Provide the rationale for your request for removal and justify the rationale with supporting evidence. You can skip Question 4.

b) If this course is applying to meet a General Education competency, please consult with corresponding competency expert(s) prior to circulating this proposal for approvals. **You must include the Gen Ed Mapping Form with this proposal**. These forms can be found at: <http://www.nv.edu/Academics/General-Education/Forms-and-Documents>

Please provide the rationale for your proposal. **Please include a copy of the course syllabus with your proposal.**

1. **List of consultants and reports**. List the Gen Ed Competency Expert and anyone else you contacted to help you with your decision to add/eliminate this course from the GenEd.
2. **Transferability of course**. Please give thoughtful consideration as to whether or not your course will transfer to other institutions in the specified competency.
3. **Impact on other courses and divisions**. Describe the effect the addition/elimination of the GenEd competency on other courses and divisions. Which programs will this change effect? You can state all, none, or list the programs.

NAUGATUCK VALLEY COMMUNITY COLLEGE PROPOSAL #

*College Advisory System* REVISION #

## PROPOSAL CHECKLIST AND PROCESS[[1]](#footnote-1) Curriculum and Educational Affairs

CHECK  YOUR PROPOSAL TYPE COMPLETE THE FOLLOWING ITEMS

PILOT Course ….……………………………………………… 1 Through 5

X **Course Modification** **1 Through 13**

Program Adjustment ……………………………………………… 1 Through 13

Program Change in Name (Not Substance)..……………………. 1 Through 14

X **Program Modification (Modification to Gen ED Program) 1 Through 13**

New Certificate Program………………………………………….… 1 Through 14

New Associate Degree Program…………………………………… 1 Through 14  
New Degree Option ……………………………………………… 1 Through 14

Program Suspension or Termination…………………………….… 1 Through 14  
Reactivating a Suspended Program……………………………….. 1 Through 14  
Reactivating an Inactive Program………………………………….. 1 Through 14

Program = certificate, degree or degree option

1. Title of Proposal:

B. Proposed Implementation Date (Semester/Year):

C. Proposer (s):

### ATTACH YOUR PROPOSAL TO THIS CHECKLIST

ITEMS TO BE COMPLETED DATE   
 COMPLETED:

|  |  |  |
| --- | --- | --- |
| 1. Registrar Needs:   1. Initiator consults with Registrar and Sign-Off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copies of electronic communications may suffice as sign-off. 2. Initiator checks for Common Course Numbering Yes N/A   Course Number Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| 2. Banner Change Form Completed **­­­­­­** Yes N/A | |  |
| 3. Sponsoring Division:       Division Approval: | |  |
| 4. Conference with Dean of Academic Affairs and Sign-Off: \_\_\_\_\_\_\_\_\_\_\_  5. Proposal Turned in to CEAC Chair Chair Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Review Determination by CEAC Committee: (more than one option may be applicable)   1. Moved to CEAC committee review  - Skip to step 10 Comments: 2. Moved to GEACC   Comments: | |  |
| 6. GEACC Review Outcome Review Date:    Returned for Revisions  Moved to CEAC  Not Approved  Comments:      GEACC Chair Sign-Off: | |  |
| 7. CEAC Review Outcome Review Date:  Returned for Revisions  Moved to Open Hearing  Not Approved  Comments:  CEAC Chair Sign-Off: | |  |
| 8. Open Hearing Scheduled date: | |  |
| 9. Reconsideration of CEAC:       (if applicable) | |  |
| APPROVED AND FORWARDED TO AGENDA COMMITTEE | |  |
| NOT APPROVED – REVISE PER CEAC MINUTES | |  |
| RESUBMIT TO CEAC WITH NEW CHECKLIST | |  |
|  | |  |
| 10. Agenda Committee Meet & Requests President to Place Proposal on  Agenda for Next Professional Staff Meeting | |  |
| 11. Professional Staff Meeting: | Not Approved  Approved |  |
| 12. Submitted to President:[[2]](#footnote-2) | Not Approved  Approved |  |
| 13. Submitted to Registrar’s Office:[[3]](#footnote-3) No  Yes | |  |
|  |  |  |

1. *Copies of proposals should be sent by the initiator to the Dean of Academic Affairs and the President. Committee Chairs should be supplied with an electronic version of the proposal, which the Chairs will distribute to Committee members.*  [↑](#footnote-ref-1)
2. *President keeps CEAC Chairperson and Professional Staff appraised of the proposal’s progress. President places an announcement in the Weekly Bulletin upon approval. The original documents are forwarded to the Academic Dean.* [↑](#footnote-ref-2)
3. *The Dean forwards approved proposals.* [↑](#footnote-ref-3)