THE CURRICULUM AND EDUCATIONAL AFFAIRS COMMITTEE
OF
NAUGATUCK VALLEY COMMUNITY COLLEGE

THIS PACKET IS A PROPOSAL PREPARATION GUIDE FOR

- **NEW COURSE APPROVAL**
- **COURSE MODIFICATION**
- **COURSE TERMINATION**
- **COURSE CHANGE IN NAME (not substance)**
- **IMPORTING AN EXISTING COURSE INTO THE NVCC INVENTORY**
- **AND PROPOSALS INTERNAL TO NVCC THAT ARE NOT COVERED ELSEWHERE**

THE PACKET IS A PART OF THE *ACADEMIC PROGRAM PLANNING AND APPROVAL PROCESS OF*

THE CONNECTICUT BOARD OF REGENTS FOR HIGHER EDUCATION
&
NAUGATUCK VALLEY COMMUNITY COLLEGE

GUIDELINE FOR COURSE OR PROGRAM DEVELOPMENT

A. FORMATS TO BE USED FOR SUBMITTING PROPOSALS TO CEAC

1. **ALL PROPOSALS REQUIRE THE USE OF THE 14-POINT "PROPOSAL CHECKLIST AND PROCESS" SIGNATURE PAGE**

   This 14-point Checklist is available at the end of this document.

2. **SOME PROPOSALS ARE INTERNAL TO THE COLLEGE. THESE PROPOSALS FOLLOW ONLY THE FIRST 13 POINTS OF THE CHECKLIST.**

   The following types of proposals are internal to the college:
   - Course Approval, Modification, or Termination Proposals
   - Program or Course Change in Name (Not substance)
   - Proposals internal to NVCC that are not covered elsewhere

3. **OTHER PROPOSALS REQUIRING THE USE OF THE COMMUNITY COLLEGES OF CONNECTICUT ACADEMIC PROGRAM PLANNING AND APPROVAL PROCESS (referred to hereafter as the CT BOR GUIDELINES)**

   The CT BOR Guidelines document should be used for the following types of proposals:

   - Associate Degree Program
   - Program Option
   - Modification of Existing Program or Certificate (except for name changes)
   - Certificate Program
     - Stand Alone
     - Certificates linked to an Associate Degree Program
   - Termination of Degree or Certificate Programs or Program Options
   - Program Adjustment

   To aid in preparing any proposal please access the CEAC Blackboard site for forms and archives of earlier reviewed proposals.

B. PROCEDURES FOR PREPARING AND SUBMITTING PROPOSALS TO CEAC

The Dean of Academic Affairs, an NVCC Division, a group of full-time faculty members, or an individual full-time faculty member may submit proposals to the CEAC for new or modified for-credit courses, certificates or degree programs.

ALL proposals must use the *Proposal Checklist and Process* form. This form serves as a guide for completing the required steps and as the permanent record. Final location of all proposals is the Academic Dean's Office.

Two different working processes are outlined depending on whether a proposal involves the review of curriculum components associated with the general education platform. These are outlined at the end of this section.

The following is a general outline of the steps to be followed for preparing and submitting a proposal to the CEAC:
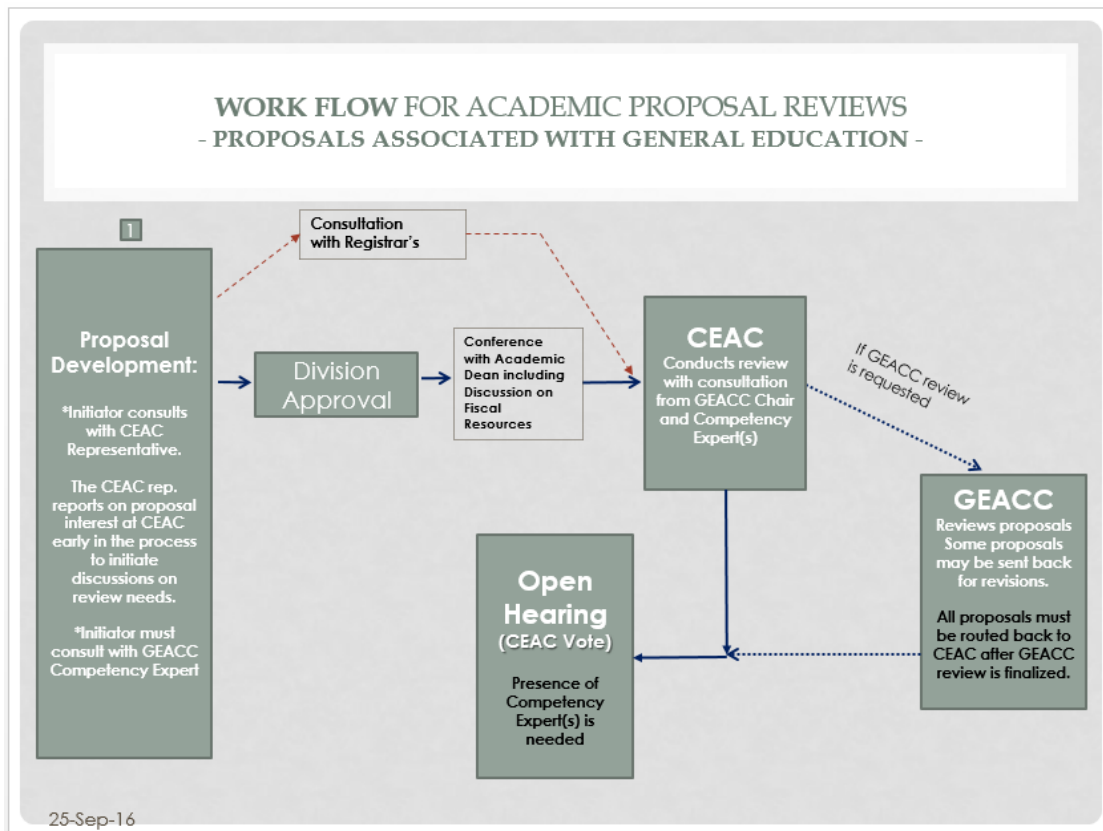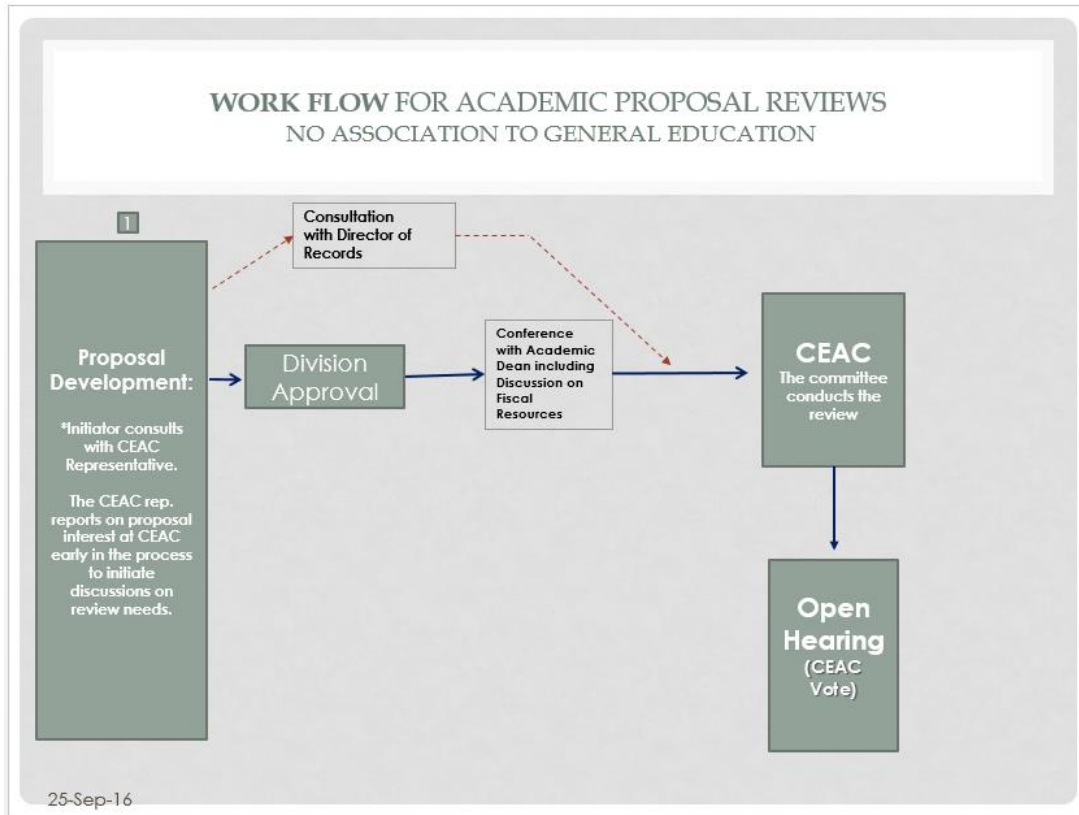
1. Obtain a copy of the *Proposal Checklist and Process* form.

2. Decide what type of proposal you are preparing and note the items on the *Proposal Checklist and Process* form that are applicable to *your* proposal. (Some proposals do not require all steps from the checklist).

3. Contact your CEAC division representative to communicate your intent to turn in a proposal. Working with the CEAC representative is strongly advised to ensure that the proposal is complete.

4. FOR PROPOSALS ASSOCIATED WITH GENERAL EDUCATION REQUIREMENTS: Consult with the associated competency expert to ensure that competency needs are met.

5. If Common Course Numbering (CCN) is applicable to your proposal, check/obtain the appropriate Common Course Number.

    a. Before deriving a new course number, determine whether or not the course number already exists in the System. (see http://www.commnet.edu/academics/ccn/)
    b. If a course already exists, obtain a copy (or copies if applicable) of syllabi from courses that are being offered in the system. These should be used to determine if the proposed course is in 80% alignment with the outcomes of the courses already in the system.
    c. For additional assistance, contact the Registrar.

    Complete the corresponding CEAC Checklist item for CCN.

6. Send a copy of your proposal to the Registrar. Additional consultation with the Registrar may be needed.

7. Ensure that any necessary resources to support the implementation of the proposal are carefully considered in advance (e.g. library resources, facilities, equipment, etc.).

8. Proposals that require a change in coursework will need to be accompanied by a *Banner Change Form*. The corresponding CEAC Checklist item should be completed.

9. Obtain approval for your proposal from the appropriate Division. The Division Director will indicate the disposition of the proposal on the CEAC Checklist.

10. Submit your proposal together with the CEAC Checklist, supporting data, and a copy of your syllabus/syllabi (if applicable) to the Dean of Academic Affairs for evaluation. The Dean will indicate the disposition of the proposal on the CEAC Checklist.

11. Submit your proposal to the CEAC Chairperson using the following guidelines:

    a. Proposals should be turned in by the submission deadline as indicated in the CEAC schedule that is issued at the start of each semester.

    b. All documents relevant to your proposal should be made available in electronic form by the submission deadline.

    c. A hard copy of the completed proposal with the original *Proposal Checklist and Process* form must be turned in no later than the day of the review.

12. Present your proposal at the CEAC Committee meeting.

    a. You, or someone knowledgeable enough about your proposal to answer the Committee's questions, should attend the CEAC meeting at which your proposal is discussed. The Committee will *not* discuss proposals for which an advocate of that proposal is not present.

    b. Please bring two additional hard copies of your proposal to the Committee meeting.

    c. Bring the ORIGINAL *Proposal Checklist and Process* form to the CEAC Committee meeting with the proposal. The CEAC Chairperson shall record the disposition of your proposal. If the proposal is approved by CEAC and moved to Open Hearing, the CEAC Chair will sign and date the original Checklist coversheet and indicate the date of the Open Hearing on the Checklist.

13. If the proposal is deemed acceptable to the College at large at the Open Hearing, the CEAC Committee will move the proposal to the Agenda Committee meeting. Proposals will be voted on at the All College meeting by the College Staff.

NOTE: In the process described above, proposals continue to move forward according to the will of the initiator. If any group does not support the proposal, the initiator has the right and opportunity to continue the process to the Professional Staff and the Board of Regents.

WORK FLOW FOR ACADEMIC PROPOSAL REVIEWS
NO ASSOCIATION TO GENERAL EDUCATION

Consultation with Director of Records

Proposal Development:

*Initiator consults with CEAC Representative.

The CEAC rep. reports on proposal interest at CEAC early in the process to initiate discussions on review needs.

Division Approval

Conference with Academic Dean including Discussion on Fiscal Resources

CEAC
The committee conducts the review

Open Hearing
(CEAC Vote)

25-Sep-16

WORK FLOW FOR ACADEMIC PROPOSAL REVIEWS
- PROPOSALS ASSOCIATED WITH GENERAL EDUCATION -

Consultation with Registrar's

Proposal Development:

*Initiator consults with CEAC Representative.

The CEAC rep. reports on proposal interest at CEAC early in the process to initiate discussions on review needs.

*Initiator must consult with GEACC Competency Expert

Division Approval

Conference with Academic Dean including Discussion on Fiscal Resources

CEAC
Conducts review with consultation from GEACC Chair and Competency Expert(s)

If GEACC review is requested

GEACC
Reviews proposals Some proposals may be sent back for revisions.

All proposals must be routed back to CEAC after GEACC review is finalized.

Open Hearing
(CEAC Vote)

Presence of Competency Expert(s) is needed

25-Sep-16

COURSE PROPOSAL
Approvals, Modifications, Name Change or Termination

Instructions: The initiator of this proposal uses this list to ensure that all proposal requirements are met for the review process. A copy of the original course syllabus and a draft of the new syllabus are required.

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   _____YES   _____ NO

    If this course is part of the General Education Common Core already (or is applying to meet a General Education competency), please consult with corresponding competency expert(s) prior to circulating this proposal for approvals.

3. Reason for offering/modifying/terminating course – Provide the rationale for your proposal and justify the rationale with supporting evidence. Such evidence may include reports about discussions with advisory groups and others, or surveys of student need/interest. Evidence of need should be well-documented and supported by your data.

4. List of consultants and reports. List the sources used to guide the development of the proposed course.

5. Transferability of course.   Provide a statement about whether credit for this course is expected to transfer to other institutions. For a course designed as a transfer course, identify the schools to which it will transfer and whether it will do so as a free elective, general education course, or major requirement. Include correspondence with representatives from other institutions to support your statements regarding transferability.

6. **Impact on other courses and divisions**. Describe the relationship of the proposed course to existing courses offered within the proposing division as well as other divisions. Describe the anticipated effect on courses that are required to support programs in other divisions, e.g., scheduling of facilities, impact on enrollment of other courses, faculty teaching availability, etc.

*Items #7 - #12 are NVCC requirements for inclusion in all course syllabi. **If any of these requirements are being proposed for modification, please include a draft of the new course syllabus along with the current syllabus.** Please indicate if any item in #7 - #12 is being modified through this proposal, by marking YES or NO.*

7. **Prerequisites**.   _____ YES   _____ No
    Provide a clear, complete statement as to exactly what, if any, prior formal course work and/or experience is required for admission to the course.

8. **Course Description**   _____ YES   _____ No
   Provide a succinct description of the proposed course as it will appear in the College catalog as the "official" description of the course.

9. **Course Objectives and Outcomes** _____ YES   _____ No
   Objectives.
   Definition: **Course objectives** outline the material the instructor intends to cover or the disciplinary questions the class will address.

   Outcomes
   Definition: **Course outcomes** should focus on what the student should know by the end of the course. Outcomes produce the evidence that the Objectives have been met.

   List the course objectives and outcomes. If there are any changes to objectives and/or outcomes, **a side-by-side list must be provided showing original and new objectives and/or outcomes.**

   Proposals for courses associated with the Common Core of General Education must also include as an attachment a Course Competency Mapping Form for each competency.

   Include methods to evaluate students' mastery of new course outcomes.

10. **Course outline**.   _____ YES   _____ No

    Present a detailed outline of the topic-focused content to be presented in the course. The outline should be specific enough that another competent person in the field could easily comprehend and assess the major areas of emphasis, the sequential development, and the time allocations suggested for the course by its originator(s).

11. **Suggested textbooks and other materials**. Identify the textbooks and any other course materials that will be used.

12. **Instructional methods**. Provide a brief statement of the principal techniques that will be used to accomplish the course objectives, e.g., lecture, discussion, panel presentations, student oral and/or written reports, field trips, WebCT, etc.

13. **Special-cost factors**. Specify all costs (as for initial basic equipment) unique to the course.

14. **Evaluation of Course Effectiveness**. Describe the methods that will be used to gather data and produce an analysis of the effectiveness of the objectives and outcomes of the course. **Note that this is *not* a request for information regarding assessment of student learning**. This section must address the methods that will be used to evaluate how the course continues to meet and support the purposes and educational objectives of the department, program, and institution.

NAUGATUCK VALLEY COMMUNITY COLLEGE   PROPOSAL   # _____
College Advisory System   REVISION   # _____
PROPOSAL CHECKLIST AND PROCESS[1]
Curriculum and Educational Affairs

CHECK ☒ YOUR PROPOSAL TYPE   COMPLETE THE FOLLOWING ITEMS

☐ PILOT Course ……………………………………………………… 1 Through 5
☐ Course Approval, Modification, Name Change, or Termination . 1 Through 13
☐ Program Adjustment ……………………………………………… 1 Through 13
☐ Program Change in Name (Not Substance)..……………………… 1 Through 14
☐ Program Modification ……………………………………………… 1 Through 14
☐ 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

A. Title of Proposal:

B. Proposed Implementation Date (Semester/Year):

C. Proposer (s):

ATTACH YOUR PROPOSAL TO THIS CHECKLIST
ITEMS TO BE COMPLETED   DATE
                                                          COMPLETED:

ITEMS TO BE COMPLETED	DATE COMPLETED:

1. Registrar Needs:
   a. Initiator consults with Registrar and   Sign-Off: _____
       Copies of electronic communications may suffice as sign-off.
 	
   b. 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)
   a. Moved to CEAC committee review ☐   - Skip to step 10
       Comments:
 	
   b. Moved to GEACC ☐
       Comments:	

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[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.**

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]   Not Approved ☐ Approved☐

13. Submitted to Registrar's Office:[3]   No ☐   Yes ☐

14. Submitted to Board of Regents:[3]   Not Approved ☐ Approved☐

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[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.*
[3] *The Dean forwards approved proposals.*