

THE CURRICULUM AND EDUCATIONAL AFFAIRS
COMMITTEE
OF
NAUGATUCK VALLEY COMMUNITY COLLEGE

THIS PACKET IS A PROPOSAL PREPARATION GUIDE FOR
Adjustment of an Existing Program or Certificate

*Program Modification Format
12 credits or less*

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
 - o Stand Alone
 - o 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:

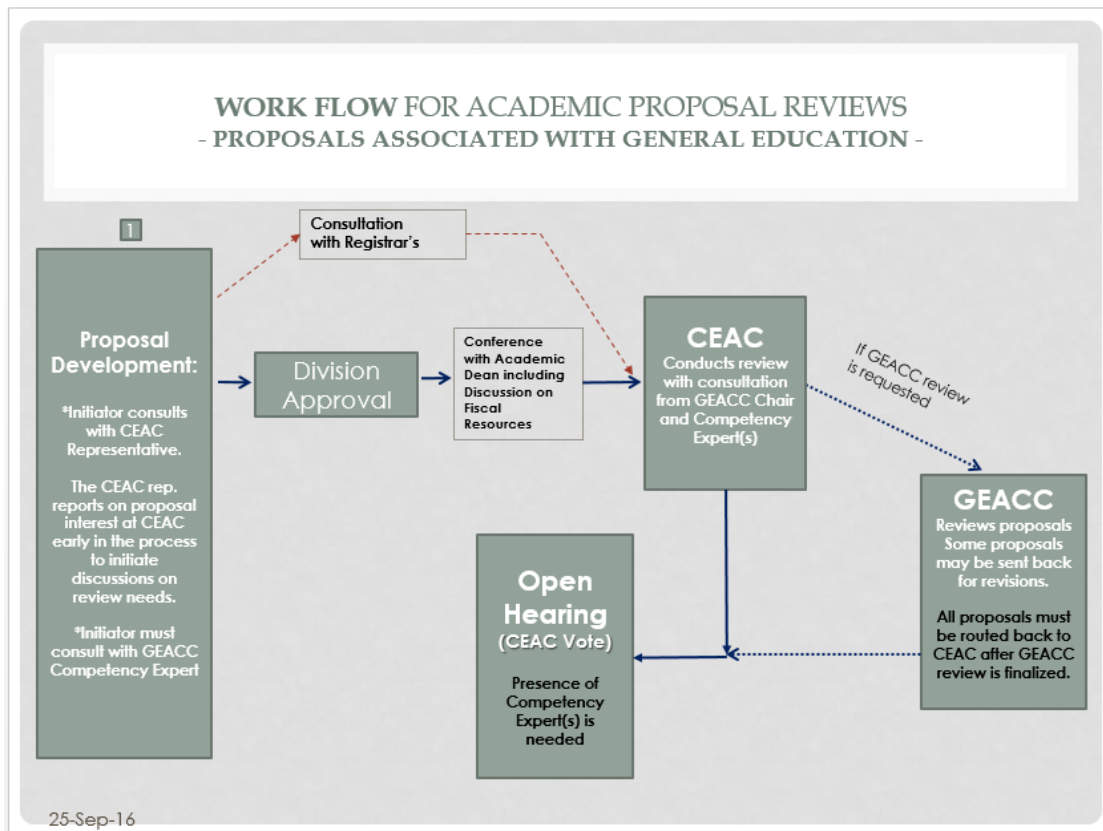
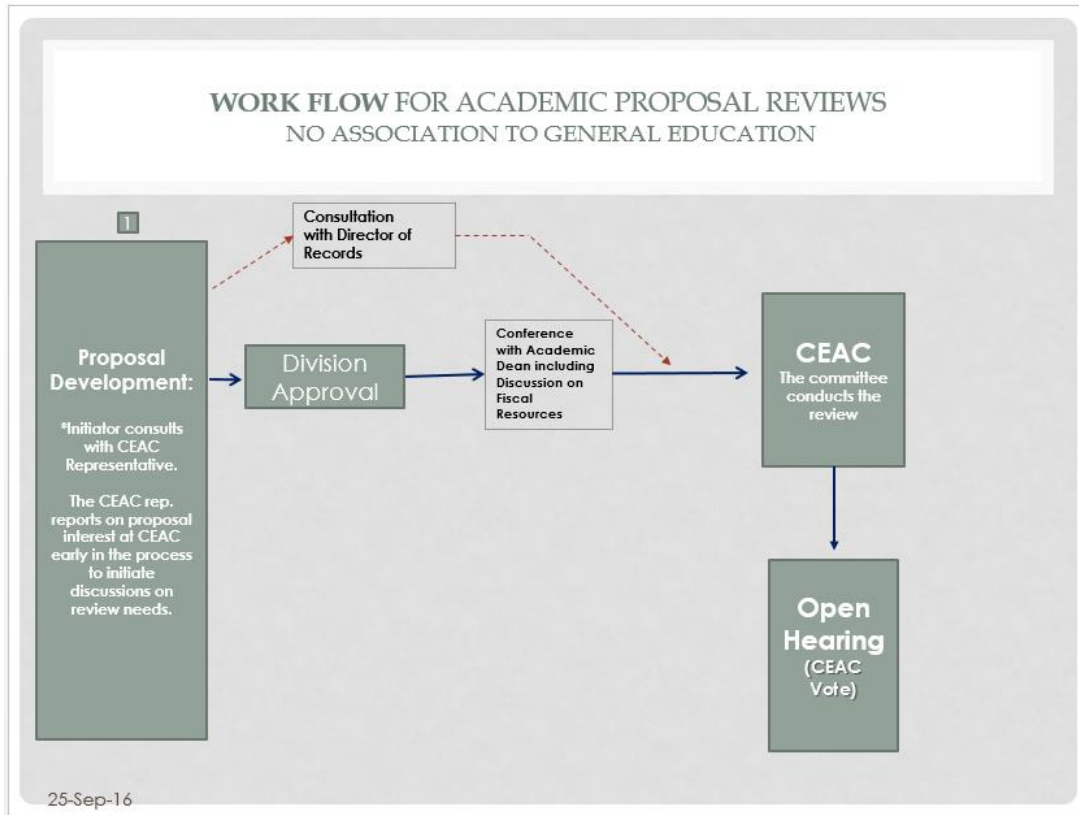
1. Obtain a copy of the *Proposal Checklist and Process* form.
2. Decide what type of proposal you are preparing and note the items on the *Proposal Checklist and Process* form that are applicable to *your* proposal. (Some proposals do not require all steps from the checklist).
3. Contact your CEAC division 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.comnet.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.



NAUGATUCK VALLEY COMMUNITY COLLEGE

PROGRAM ADJUSTMENT PROPOSAL

Instructions: The initiator of this proposal uses this list to ensure that all proposal requirements are included in the review process. This is based on the appropriate section of the "Academic Program Approval Process Guide", which should be consulted for more detailed information on each item.

Division:

Program Title:

1. Provide a description rationale for the proposed program change:
(e.g. change of title, program focus, course content, structure, location, etc.)

2. Describe the relationship of the modification to the approved existing program:
If the proposal is to change the curriculum, there is a side by side display, with the current curriculum on the left and the proposed curriculum on the right.

For modifications associated to changes in credit requirements, the Banner Catalog form suffices.

3. Provide any background information associated with the proposed change.

4. Does this program change affect in any way general education requirements?

_____ YES _____ NO

5. Provide enrollment information for:

a. actual specialized course enrollments for the past two years, and

b. estimates of enrollments in the proposed program for the next two years
Explain how the estimate was made.

6. Provide evidence demonstrating that programmatic resourcing needs are met, specifically those required to support the change.

a. The name, title, and qualifications of each person who will teach specialized courses related to the change. Include: full-time/part-time status, degrees with areas of specialization along with the institutions where they were received, pertinent experience, and proposed assignments.

b. Library holdings in the area related to the change are listed. The Director of Library Services must be consulted. The Director's signature is required in the Proposal Checklist and Process form.

c. Please describe any additional specialized equipment needed. If it is not already available, please provide a schedule for acquiring it.

d. Please provide any Professional accreditations (if applicable).

NAUGATUCK VALLEY COMMUNITY COLLEGE
College Advisory System

PROPOSAL # _____
REVISION # _____

PROPOSAL CHECKLIST AND PROCESS¹
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:
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 <input type="checkbox"/> N/A <input type="checkbox"/> Course Number Assigned: _____	
2. Banner Change Form Completed Yes <input type="checkbox"/> N/A <input type="checkbox"/>	
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 <input type="checkbox"/> - Skip to step 10 Comments: _____ b. Moved to GEACC <input type="checkbox"/> Comments: _____	

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 <input type="checkbox"/>	Moved to CEAC <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Comments:		
GEACC Chair Sign-Off: _____		
7. CEAC Review Outcome		Review Date:
Returned for Revisions <input type="checkbox"/>	Moved to Open Hearing <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Comments:		
CEAC Chair Sign-Off: _____		
8. Open Hearing Scheduled date: _____		
9. Reconsideration of CEAC: (if applicable)		
<input type="checkbox"/> APPROVED AND FORWARDED TO AGENDA COMMITTEE		
<input type="checkbox"/> NOT APPROVED – REVISE PER CEAC MINUTES		
<input type="checkbox"/> 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 <input type="checkbox"/> Approved <input type="checkbox"/>
12. Submitted to President: ²		Not Approved <input type="checkbox"/> Approved <input type="checkbox"/>
13. Submitted to Registrar's Office: ³		No <input type="checkbox"/> Yes <input type="checkbox"/>
14. Submitted to Board of Regents: ³		Not Approved <input type="checkbox"/> Approved <input type="checkbox"/>

² President keeps CEAC Chairperson and Professional Staff apprised 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.