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STEP 1 OF 2

[To be completed for submission to the Curriculum Committee]

Please list below the course requirements for this program. Please underline all new courses, list their levels and proposed titles (e.g. ENV 3XX: Urban Environmental Concerns), and submit a new course proposal form for each new course.

Rationale *must include the following*:

- Clear statement of the program's purpose in relation to the mission of the College
- Explanation of academic quality
- Data-informed justification of need in regard to student interest/enrollment
- Data-informed justification of need in regard to career opportunities
- Explanation of how the program makes use of New York City
- Relationship to other programs at MMC (note possible overlap/duplication)

Observable learning goals of program:

Resources required (*must include the following*: a detailed explanation of how this program will impact faculty workload and an extensive explanation of equipment, space, or sections needed for this program):

Catalogue language:

STEP 2 OF 2 [for new majors]

[To be completed after approval from the Curriculum Committee and the VPAA. This step facilitates submission for state approval.]

WAIT TO COMPLETE THIS SECTION UNTIL AFTER YOU RECEIVE APPROVAL FROM THE CURRICULUM COMMITTEE AND THE VPAA

For undergraduate programs, provide syllabi for all new courses in the major **[ATTACH IN PDF FORM TO THIS DOCUMENT]**.

Describe the role of faculty in the program's design.

Describe the input by external partners, if any (e.g., employers and institutions offering further education).

What are the anticipated Year 1 through Year 5 enrollments?

List all program admission requirements IF DIFFERENT FROM THOSE IN THE COLLEGE AT LARGE

How will the institution encourage enrollment by persons from groups historically underrepresented in the discipline or occupation?

If this program will grant substantial credit for learning derived from experience, describe the methods of evaluating the learning and the maximum number of credits allowed.

Summarize the plan for periodic evaluation of the new program, including the use of data to inform program improvement.

For existing courses that are a part of the major, enter the catalog description of the courses:

Insert a four year course plan with a list of five courses per semester including gen requirements, major requirements, and electives.

Provide information on faculty members who are full-time at the institution and who will be teaching each course in the major field (must include percent of teaching time to the program, highest and other applicable earned degrees and disciplines, and additional qualifications such as professional experience or scholarly contributions).

Provide information on part-time faculty members who are part-time at the institution and who will be teaching each course in the major field or graduate program (must include program courses which may be taught, highest earned degree and additional qualifications such as professional experience or scholarly contributions).

Summarize the instructional facilities and equipment committed to ensure the success of the program.

List the costs of the new resources that will be engaged specifically as a result of the new program (e.g., a new faculty position or additional library resources). New resources for a given year should be carried over to the following year(s), with adjustments for inflation, if

they represent a continuing cost. COMPLETE FOR THE FIRST THREE YEARS OF THE PROGRAM

Summarize the analysis of library resources for this program by the collection librarian and program faculty. Include an assessment of existing library resources and their accessibility to students.

Describe the institution's response to identified needs and its plan for library development.

If the Curriculum Committee and/or the VPAA have questions related to your submission, they will contact you to arrange a joint meeting to discuss your proposal in person. Otherwise, you will be notified of the Committee's and VPAA's approval/recommendations via email. Should you have questions about the timeline for review, please contact the chair of the Curriculum Committee.

Record of Approval/Recommendations

Curriculum Committee Chair (initial/date beside appropriate response)	VPAA (initial/date beside appropriate response)
APPROVED:	APPROVED:
NOT APPROVED (see reasons):	NOT APPROVED (see reasons):

Review process record of events:

CC CHAIR APPROVAL SIGNATURE/DATE:	VPAA APPROVAL SIGNATURE/DATE:	DATE SUBMITTED TO REGISTRAR:
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Form 1: Changes to an Existing Course

[NOTE: Extensive or numerous changes require that a new course be proposed. This form is for minor changes only. Please inquire at curriculum@mmm.edu if you are unsure which form to use.]

Name of Faculty Sponsor:

Name of Division Chair (required approval):

[Sponsors must submit drafts to Division Chair no fewer than 7 days before a CC deadline]

Name of Department Chair/Program Coordinator (required approval):

[Sponsors must submit drafts to Dept Chair/Coordinator no fewer than 7 days before a CC deadline]

Names of other Faculty/Staff consulted on proposal (as necessary)*:

[*The Curriculum Committee and VPAA encourage faculty sponsors to consult with other departments that will be impacted by their curriculum proposals. The Committee also encourages sponsors to consult with faculty with expertise relevant to proposals. Consultation consists of a substantial conversation that may or may not lead to complete agreement, and it is the faculty sponsor's responsibility to note any concerns expressed by consulted faculty.]

Current Course Code, Number, & Title (e.g. PHIL 101: Intro to Philosophy):

Has this course been previously approved as an AIP? _____

If yes, please check the appropriate categories below:

_____ CP _____ EP _____ IP _____ NP _____ REP _____ UP

CHECK ALL THAT APPLY:

_____ Changing Course Code and/or Course Title

_____ Changing Course Catalogue Description

_____ Changing Pre-requisites

_____ Changing Number of credits

_____ Changing Course level (e.g. 100-, 200-)

_____ Designate as a Liberal Arts course (see Appendix A)

_____ Designate as a Signature CityEdge course (see Appendix B)

_____ Other Change, please specify: _____

_____ Requesting to make this change non-retroactive**

_____ Requesting AIP designation [select categories, be sure to note if dropping a designation]

_____ CP _____ EP _____ IP _____ NP _____ REP _____ UP

**All curricular changes will take effect retroactively unless the sponsoring faculty member requires that the changes begin with next year's catalog.

Changing FROM:

Changing TO:

Rationale for all changes:

If requesting designation as an AIP, LA, or City Edge course, please insert a syllabus that includes respective learning goals. In the rationale, please refer directly to the learning goals listed in the catalogue. (See also appendices).

If the Curriculum Committee and/or the VPAA have questions related to your submission, they will contact you to arrange a meeting to discuss your proposal in person. Otherwise, you will be notified of the Committee's and VPAA's approval/recommendations via email. Should you have questions about the timeline for review, please contact the chair of the Curriculum Committee.

Record of Approval/Recommendations

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Review process record of events:

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Appendix A Liberal Arts designation

Marymount Manhattan College defines itself as a liberal arts college. Courses in the liberal arts develop students' judgment and understanding about individuals' relationship to the social, cultural, and natural qualities of the world in which they live. The New York State Education Department requires that at least 90 credits of a Bachelor of Arts degree, 60 credits of a Bachelor of Science degree, and 30 credits of a Bachelor of Fine Arts degree are in liberal arts courses. All new courses must be identified as either Liberal Arts or not Liberal Arts; to designate a course as Liberal Arts, you must explain how the course "develop(s) students' judgment and understanding about

individuals' relationship to the social, cultural, and natural qualities of the world in which they live." (If you are requesting this designation for your course, please address this in the rationale).

Appendix B Signature CityEdge designation

Signature CityEdge courses provide students enhanced learning experiences that utilize the resources of New York City in ways that help them focus on their transition from the classroom to their careers. They do this in one of two ways: 1) Bringing students into New York City to learn directly from working professionals; 2) Bringing individuals from across the NYC cultural and professional landscape into MMC classrooms for direct engagement with our students. (If you are requesting this designation for your course, please explain the specific ways in which it meets one or both of these criteria in the rationale).



Form 2: New Course Proposal

Name of Faculty Sponsor:

Name of Division Chair (required approval):

[Sponsors must submit drafts to Division Chair no fewer than 7 days before a CC deadline]

Name of Department Chair/Program Coordinator (required approval):

[Sponsors must submit drafts to Dept Chair/Coordinator no fewer than 7 days before a CC deadline]

Names of other Faculty/Staff consulted on proposal (as necessary)*:

[*The Curriculum Committee and VPAA encourage faculty sponsors to consult with other departments that will be impacted by their curriculum proposals. The Committee also encourages sponsors to consult with faculty with expertise relevant to proposals. Consultation consists of a substantial conversation that may or may not lead to complete agreement, and it is the faculty sponsor's responsibility to note any concerns expressed by consulted faculty.]

Proposed Program, Level, & Course Title (e.g. PHIL 1XX: Intro to Philosophy):

Proposed prerequisites:

Number of credits: _____

Repeatable for credits: _____ YES* _____ NO

***If yes, number of times:** _____

Course fee : _____ YES* _____ NO

***If yes, fee amount:** \$ _____

CHECK THOSE THAT APPLY:

_____ Designated for Majors Only NOTE: All 100/200-level courses will be listed in the appropriate DS category based upon their discipline unless otherwise noted as 'for majors only.'

_____ Designated as a Liberal Arts Course Please remember to include a justification for LA designation in your rationale and within the syllabi reading and writing assignments. Please make a direct reference to the LA learning goals in the catalogue.

_____ Designated as a Signature CityEdge Seminar. Please remember to include a justification for this designation in your rationale and within your syllabi course work. Please make direct reference to the Signature CityEdge Seminar goals in the catalogue.

_____ Requesting designation as AIP course (for 300-/400- level courses only) [please select appropriate category/categories below] Please remember to include a justification for AIP designation in

your rationale and within the syllabi reading and writing assignments. Please make a direct reference to the AIP learning goals in the catalogue.

_____ CP _____ EP _____ IP _____ NP _____ REP _____ UP

Required Details

1) RATIONALE (should include evidence of need; effect on other programs; financial components such as non-billable credits and/or materials fee [if relevant]; AIP justification based on category learning goals [if relevant]; LA justification based on LA learning goals (see catalogue & Appendix A) [if relevant]); Signature CityEdge Seminar justification [if relevant], based on Signature CityEdge goals (see catalogue and Appendix B).

2) Proposed course description for catalogue (recommended length is 150 words or fewer) (NOTE: Please include course code, title, description, co-/prerequisites, number of credits):

3) Observable learning goals of course:

4) Requirements for additional faculty and/or resources (e.g. materials fee, special equipment, team teaching, library resources):

5) Please insert course syllabus. Please be sure assignments are reflective of ALL relevant learning goals (e.g., AIP, LA, City Edge) and all learning goals are provided (see catalogue/appendices). (You can insert a section break if you wish to preserve formatting):

If the Curriculum Committee and/or the VPAA have questions related to your submission, they will contact you to arrange a joint meeting to discuss your proposal in person. Otherwise, you will be notified of the Committee and VPAA's approval/recommendations via email. Should you have questions about the timeline for review, please contact the chair of the Curriculum Committee.

Record of Approval/Recommendations

Curriculum Committee Chair (initial/date beside appropriate response)	VPAA (initial/date beside appropriate response)
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Appendix A Liberal Arts designation

Marymount Manhattan College defines itself as a liberal arts college. Courses in the liberal arts develop students’ judgment and understanding about individuals’ relationship to the social, cultural, and natural qualities of the world in which they live. The New York State Education Department requires that at least 90 credits of a Bachelor of Arts degree, 60 credits of a Bachelor of Science degree, and 30 credits of a Bachelor of Fine Arts degree are in liberal arts courses. All new courses must be identified as either Liberal Arts or not Liberal Arts; to designate a course as Liberal Arts, you must explain how the course “develop(s) students’ judgment and understanding about individuals’ relationship to the social, cultural, and natural qualities of the world in which they live.” (If you are requesting this designation for your course, please address this in the rationale).

Appendix B Signature CityEdge designation

Signature CityEdge courses provide students enhanced learning experiences that utilize the resources of New York City in ways that help them focus on their transition from the classroom to their careers. They do this in one of two ways: 1) Bringing students into New York City to learn directly from working professionals; 2) Bringing individuals from across the NYC cultural and professional landscape into MMC classrooms for direct engagement with our students. (If you are requesting this designation for your course, please explain the specific ways in which it meets one or both of these criteria).



Form 3: Program Change/Deletion Request

Name of Faculty Sponsor:

Name of Division Chair (required approval):

[Sponsors must submit drafts to Division Chair no fewer than 7 days before a CC deadline]

Name of Department Chair/Program Coordinator (required approval):

[Sponsors must submit drafts to Dept Chair/Coordinator no fewer than 7 days before a CC deadline]

Names of other Faculty/Staff consulted on proposal (as necessary)*:

[*The Curriculum Committee and VPAA encourage faculty sponsors to consult with other departments that will be impacted by their curriculum proposals. The Committee also encourages sponsors to consult with faculty with expertise relevant to proposals. Consultation consists of a substantial conversation that may or may not lead to complete agreement, and it is the faculty sponsor's responsibility to note any concerns expressed by consulted faculty.]

Current Program Title:

CHECK THOSE THAT APPLY:

_____ Requesting to Delete Program

_____ Requesting Changes to a Major

_____ Requesting Changes to a Minor

_____ Requesting Changes to a Concentration

_____ Requesting to place a Minor or Concentration in abeyance (this is not an option for a major)

Please list below the current requirements for this program as they appear in the catalogue. Please strike through those that you wish to delete from the list of program requirements (e.g. ~~THTR 123: Performance Art for non-majors~~):

Please list below the new requirements for this program as they should appear in the catalogue. Please underline all new courses, list their levels and proposed titles (e.g. ENV 3XX: Urban Environmental Concerns), and submit a new course proposal form for each:

Additional Required Details

1) Rationale (should address such issues as evidence of need; impacts on other programs and courses; etc.):

2) **Observable learning goals of program, if changing. Otherwise, please indicate “NO CHANGES”:**

3) **Requirements for additional faculty and/or resources (e.g. materials fee, special equipment, team teaching, library resources):**

4) **Catalogue language, if changing. Otherwise, please indicate “NO CHANGES”:**

If the Curriculum Committee and/or the VPAA have questions related to your submission, they will contact you to arrange a joint meeting to discuss your proposal in person. Otherwise, you will be notified of the Committee’s and VPAA’s approval/recommendations via email. Should you have questions about the timeline for review, please contact the chair of the Curriculum Committee.

Record of Approval/Recommendations

Curriculum Committee Chair (initial/date beside appropriate response)	VPAA (initial/date beside appropriate response)
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NOT APPROVED (see reasons):	NOT APPROVED (see reasons):

Review process record of events:

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Form 4: New Program Proposal

Name of Faculty Sponsor:

Name of Division Chair (required approval):

[Sponsors must submit drafts to Division Chair no fewer than 7 days before a CC deadline]

Name of Department Chair/Program Coordinator (required approval):

[Sponsors must submit drafts to Dept Chair/Coordinator no fewer than 7 days before a CC deadline]

Names of Consultants: New programs require extensive consultation with faculty and staff. In addition to relevant faculty, *it is strongly recommended that faculty sponsors of new program proposals consult with the Dean of Admission and the Dean of Academic Advisement and Student Retention.*

Names of other Faculty/Staff consulted on proposal (as necessary):

Consultation consists of a substantial conversation that may or may not lead to complete agreement, and it is the faculty sponsor's responsibility to note any concerns expressed by consulted faculty.

Proposed Program Title:

CHECK THOSE THAT APPLY:

_____ Major [*It is strongly recommended that new majors are submitted at least one year in advance (preferably two years) to assure time for state approval and recruitment*]

_____ Minor

_____ Concentration

_____ Other