**Proposal to Revise a Program: Instructions**

**Standardized Font:** Use only 11 point, Arial font.

* This form should used be for any revisions to existing majors, minors, associate degree programs and certificate programs. Changes to program titles will be considered **Consent Items** on the UCC agenda; all other program revision will be considered **Action Items.** (Suspending or deleting programs requires a separate form, available on the WKU Undergraduate University Curriculum Committee web site.)
* Departments considering **significant program revisions** such as merging separate programs into a single program, splitting a single program into multiple programs, or any other revisions that could be seen as impacting the overall mission and content of an existing program(s) to the extent that a new CIP Code might be needed to accurately reflect the resulting program, should contact the Associate Vice President for Planning and Program Development for guidance **prior to submitting such proposals to their college curriculum committee.**

**Proposal to Revise a program:** (Insert existing program title here.)

**(Insert host college name here) College**

**Department/Unit:** (Insert proposing department here.)

**Section 1: Proponent Contact Information**

**1.1** Name/Title:

**1.2** Email address:

**1.3** Phone #

**Section 2: Program Information**

* 1. **Current Program reference number:** This is the state-level reference number assigned by the CPE. It can be found in the catalog description of the program.
	2. **Current Program title:**
	3. **Current total number of credits required in the program:**

**Section 3: Proposed program revisions and rationales** Continuing this form’s numbered outline format, succinctly describe each proposed change to the program, followed by a brief, clear rationale for each proposed change. For example:

* 1. **First proposed revision**: Followed immediately here by the rationale for this proposed change. Rationales should clearly and succinctly explain why this change is being proposed, how it is desirable and/or necessary, how it relates to departmental/college/university wide goals and standards, and in particular, how it will result in benefit to students. If this rationale relies on enrollment numbers or other similar kinds of objective data, cite those data here, and explain how they were arrived at.
	2. **Second proposed revision:** Followed here by the rationale for that change.
	3. **(and so on…)**

**Section 4: Consultations:** If any of the proposed revisions in section 3 above could be seen as involving, or in any way impacting another department/unit, the head of that department/unit *must be consulted*. List all such consultative revisions here, and indicate whether the required consultation has occurred. *Failure to complete these consultations could result in this proposal being tabled until they are,* so if there is any uncertainty about whether or not a proposed revision could be seen as involving or impacting another department/unit, the efficient, collegial thing to do is to contact the head of that departments/unit *prior to submitting this proposal to any curriculum committee as an agenda item.*

**Section 5: Proposed term for implementation:** Program revisions will only be implemented in Fall terms. *Unless otherwise indicated*, all program revisions will be implemented in the nearest Fall term subsequent to their approval by the Provost’s office.

**Section 6: Approval Flow Dates:** The committee approvals needed for this proposal appear in hierarchical, chronologically required order, however; not all program revision proposals require all of these committee approvals. Committee approvals needed by *all* program revision proposals appear in boldface type on this form. Questions about other committee approvals should be directed to those committees. If this proposal does not require approval from one of the committees listed here, simply delete that approval date line.

**Section 7: Required Appendices: Current & proposed program descriptions:** The intent here is to provide clear visual comparison between the current program description and the program description as it would appear if revised as proposed. Toward that end, please paginate this section to facilitate easy, side-by-side comparison between pages.

**7.1** On a separate page of its own, clearly list all of the requirements of the program as it currently exists, indicating any items being changed or deleted with **~~bold font, striking through and highlighting~~.**

**7.2** On another separate page of its own, *using the exact same layout used in 7.1 above,* clearly list all of the requirements of the proposed program, indicating all new or revised items with **bold font and highlighting.**

*(An example of one possible section 7 layout appears on the following two pages.)*

**(EXAMPLE)**

 **7.1: *Current* BA in Dance**

 **Required courses Credits Notes**

|  |  |  |
| --- | --- | --- |
| PERF 175: University Exp. in Perf Arts | 2 |  |
| PERF 120: Rehearsal and Production I | 1 |  |
| PERF 220: Production Lab I | 1 |  |
| **One of these two technical production courses**  | 3 |  |
| THEA 250: Stage Electrics |  |  |
| THEA 241: Costume Technology |  |  |
|  |  |  |
| DANC 350: Dance History |  |  |
| DANC **~~200~~:** Dance Pedagogy | 3 |  |
| DANC 235: Dance Improvisation | **~~3~~** |  |
| DANC 310: Choreography I | 3 |  |
| DANC 420: Choreography II | 3 |  |
| Ballet Technique Courses (2 credits each)  | 8 | *Initial placement based on demonstrated skill level. Must achieve at least level 5 in either Ballet or Jazz and level 3 in a second genre.* |
| Modern Technique Courses (2 credits each) | 4 | *Initial placement based on demonstrated skill level. Must achieve at least level 5 in either Ballet or Jazz and level 3 in a second genre.* |
| Jazz Technique Courses (2 credits each)  | 4 | *Initial placement based on demonstrated skill level. Must achieve at least level 5 in either Ballet or Jazz and level 3 in a second genre.* |
| Upper division Restricted Electives in dance or related areas. | 3 |   |
| **Total required credits** | **~~38~~** |  |

**(EXAMPLE)**

**7.2: *Proposed* BA in Dance**

 **Required courses Credits Notes**

|  |  |  |
| --- | --- | --- |
| PERF 175: University Exp. in Perf Arts | 2 |  |
| PERF 120: Rehearsal and Production I | 1 |  |
| PERF 220: Production Lab I | 1 |  |
| **One of these two technical production courses**  | 3 |  |
| THEA 250: Stage Electrics |  |  |
| THEA 241: Costume Technology |  |  |
|  |  |  |
| DANC 350: Dance History |  |  |
| DANC **301:** Dance Pedagogy | 3 |  |
| DANC 235: Dance Improvisation | **2** |  |
| DANC 310: Choreography I | 3 |  |
| DANC 420: Choreography II | 3 |  |
| Ballet Technique Courses (2 credits each)  | 8 | *Initial placement based on demonstrated skill level. Must achieve at least level 5 in either Ballet or Jazz and level 3 in a second genre.* |
| Modern Technique Courses (2 credits each) | 4 | *Initial placement based on demonstrated skill level. Must achieve at least level 5 in either Ballet or Jazz and level 3 in a second genre.* |
| Jazz Technique Courses (2 credits each)  | 4 | *Initial placement based on demonstrated skill level. Must achieve at least level 5 in either Ballet or Jazz and level 3 in a second genre.* |
| **Tap Technique Courses**  | **2** | ***Initial placement based on demonstrated skill level. Must achieve at least level 5 in either Ballet or Jazz and level 3 in a second genre.*** |
| Upper division Restricted Electives in dance or related areas. | 3 |   |
| **Total required credits** | **39** |  |

**Proposal to Revise a program:**

**Xxxx College**

**Department/Unit:**

**Section 1: Proponent Contact Information**

**1.1** Name/Title:

**1.2** Email address:

**1.3** Phone #

**Section 2: Program Information**

* 1. **Current Program reference number:**
	2. **Current Program title:**
	3. **Current total number of credits required in the program:**

**Section 3: Proposed program revisions and rationales**

* 1. **Revision** and Rationale
	2. **Revision** and Rationale.

(And so on…)

**Section 4: Consultations**

Do any of the proposed revisions in section 3 above involve or in any other way impact other departments/units? YES NO

If NO simply proceed to item 5.

If YES list those revisions here, and indicate whether the consultations have occurred.

**Section 5: Proposed term for implementation:**

**Section 6: Approval Flow Dates:**

**Proposing department/unit:**

**Xxxx College Curriculum Committee:**

Professional Education Council:

**Undergraduate Curriculum Committee:**

**University Senate:**

**Section 7: Required Appendices: Current & proposed program descriptions:**

**7.1 *Current* Program Description: (**On a separate pages):

**7.2 *Proposed* Program Description: (**On a separate pages):