**NOTE:** All **core courses** for a new Program or Certificate must be submitted for the same meeting or have already been approved by the Curriculum Committee and Provost. The **complete Catalog page** must be included at the end of this document.

**SECTION I: KEY INFORMATION**

|  |  |
| --- | --- |
| **Submission date** | Click here to enter a date. |
| **Proposed by (faculty only)** | List faculty name(s) |
| **Presenter (faculty only)** | List faculty name(s) |
| **NOTE:** *Faculty presenter* must be present at the Curriculum Committee meeting or the proposal will be returned to the School to be resubmitted at a later date. |
| **School**  | Choose an item. |
| **New Program or Certificate**  | Name of new program or certificate  |

**SECTION II: TERM IN WHICH ACTION WILL BECOME EFFECTIVE**

|  |
| --- |
| **NOTE: New Program or Certificate Proposals must be submitted by the dates listed on the published Curriculum Committee Calendar.** Most proposals approved in the Fall semester take effect in the following academic year. Proposals approved in the Spring semester take effect after one additional year. **Exceptions to published deadlines or effective dates must receive approval from the Academic Dean and Provost.** |
| **Academic term in which approved action will take effect** | Choose an item. |
| **If requesting an exception to the effective date, provide an explanation below.** |
| Explanation for exception: |

**SECTION III: JUSTIFICATION, NEEDS ANALYSIS, AND BENEFITS TO STUDENTS**

|  |
| --- |
| **Justification for New Program or Certificate**  |
| Please provide justification for adding this program or certificate to the curriculum.  |
| **Below, describe the process by which the need for the new program or certificate was identified.**  |
| **Provide a summary of the Program/Certificate needs analysis.** |
| List information here |
| ***Briefly* describe the existing resources available to implement this new program. Include faculty, facilities, technology, courses currently available.** [List needed resources in Section IV below.] |
| List information here |
| **Briefly describe any required Program Accreditation.** |
| List information here |
| **List Industry Certification(s) available to students while enrolled or upon completion.**  |
| List information here |
| **Indicate salary levels that graduates of this Program/Certificate can expect to make.**  |
| List information here |
| **Project the average enrollment for core courses.** |
| List information here |
| **Explain how this projection was determined.** |
| List information here |
| **List similar Programs or Certificates at other colleges and universities.** |
| List information here |

**SECTION IV: PERSONNEL AND RESOURCES NEEDED** (Add rows as necessary)

|  |  |  |
| --- | --- | --- |
| **Faculty position(s) (List discipline)** | **Full time or adjunct?** | **Total annual expenses** |
|  |  |  |
|  |  |  |
| **Staff position(s) (List title)** | **Full time or part time?** | **Total annual expenses** |
|  |  |  |
|  |  |  |
| **Describe library resources needed to support this program or certificate. Explain rationale for response, even if answer is *none.*** |
| List information here |
| **Has the Libraries’ Collection Manager been contacted about the new program or certificate and discussed potential impacts to the libraries’ collections? Summarize discussion.** |
| Provide information here |
| **Describe technology, facilities, laboratory, or other physical resources needed to support this program or certificate.** |
| List information here |
| **List the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program or certificate.** |
| List information here |
| **Identify funding source(s) to be used for personnel and operating expenses.** |
| List information here |

**SECTION V: FLDOE CURRICULUM FRAMEWORKS AND STANDARDS**

|  |
| --- |
| **AS Programs and Certificates: Please complete this table, adding rows as needed.** Attach a copy of related FLDOE Curriculum Frameworks. Copy and paste the Standards from the FLDOE framework below (one standard per row). List the FSW course or courses in which that Standard is taught. |
| **Program Title:** |
| **Career Cluster:** |
| **FLDOE Framework Standard** | **FSW Course** |
|  |  |
|  |  |
|  |  |

**SECTION VI: ENDORSEMENTS**

|  |
| --- |
| **List all faculty endorsements below.** **NOTE:** Proposals will be returned to the School if faculty endorsements are not provided. |
| Type in all applicable faculty names here  |
| **List all additional parties that have endorsed the new program/certificate, such as Advisory Board or ad hoc Committees.** Submit Minutes of meetings or written endorsements in Section VII. |
| List names of all bodies here |

**SECTION VII: ATTACHMENTS**

**Please save all documents in Word format (.doc, .docx) rather than pdf.**

* **Catalog Page:**

**NOTE:** **All New Program or Certificate Proposals MUST include a complete Catalog page.** **Proposals without the catalog page will not be reviewed by the committee.**

Please see the Catalog for examples, which include the program description, required and elective courses, suggested course sequence, admission requirements, and graduation requirements.

* **Justification attachments:**

**Please upload any attachments that justify including the proposed new Program or Certificate in the FSW curriculum.** Include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks. Include meeting Minutes or written endorsements from faculty, Advisory Board, and/or ad hoc Committees.

**UPLOAD THIS PROPOSAL AND ALL NECESSARY ATTACHMENTS TO CURRICULOG.**