5.2 New Program/Certificate Proposal

Approval Process Type: Other

Proposal Title: New Program or Certificate Title

Proposal Description: This proposal is used for new programs or certificates.

Workflow:

Originator

Department Chair/Program Director

Academic Dean

Vice President of Academic Affairs (Exception Only)

Student Affairs (Office of the Registrar and Advising)

Curriculum Committee (Accepted for Agenda)

Originator (Modifications)

Curriculum Committee (Final Review)

Vice President of Academic Affairs (Final Approval)

Office of Accountability (AASPIRE)

Assistant Registrar

# General Information

New Program/Certificate Proposals require submission of several supporting documents.

**Please scroll to the bottom to see the list of attachments you will need to include with this proposal.**

# Section I: Submission Information

Complete the information below (**all fields are required**).

**Submission and Meeting Dates\***

Field Type: Text Field

*Help Text: Enter the date this proposal is being submitted AND the intended Curriculum Committee meeting date (e.g., 08/05/20XX for the 09/05/20XX Curriculum Committee meeting).*

**Faculty Proposer(s)\***

Field Type: Text Field

Validation: Alpha

*Help Text: Only faculty members may submit curricular proposals. Please do not give your credentials to anyone who is not authorized to submit a proposal.*

**Faculty Presenter\***

Field Type: Text Field

Validation: Alpha

*Help Text: Faculty presenter and a representative from the corresponding dean’s office must attend the Curriculum Committee meeting or the proposal will not be heard.*

**Hierarchy Owner (Department)\***

Field Type: Drop-down Menu

Legend Field: Department

System Required: Hierarchy Entity

Data Set: All Entities

Single Select

*Help Text: After selecting the department, “Save All Changes” and view the route for this proposal to ensure that your department chair/program director and dean are listed. If the wrong department chair/program director and/or dean is listed, please adjust your department selection before launching the proposal.*

**Justification for new program/certificate.\***

Field Type: Text Area

*Help Text: Describe the process by which the need for the new program/certificate was identified. State the parties that have endorsed the new program/certificate (such as advisory board, faculty, and/or ad hoc committees). Submit minutes of meetings and letters of support in Section V.*

# Section II: Effective Dates

**Please refer to the Curriculum Committee Calendar for proposal deadlines and effective dates. This calendar is available in the Document Manager and the Curriculum Committee Canvas course.**

Generally, actions approved in Fall take effect in Fall of the following academic year and are published in the upcoming course catalog. Actions approved in Spring take effect in the Fall of the next *calendar* year. Syllabus changes may take effect sooner.

Changes to published catalogs are rare and will only be made with approval from the Vice President of Academic Affairs (VPAA). Requested exceptions to the published deadlines or effective dates will be immediately routed to the VPAA for approval. No action will be taken if the exception is not approved.

**Published Effective Date for Approved Action\***

Field Type: Drop-down Menu

Data Set: Published Effective Date for approved action

Single Select

*Help Text: If you are not requesting the effective date published on the Curriculum Calendar, select “[Exception].”*

**Requested Effective Date for Exception**

Field Type: Drop-down Menu

Data Set: Requested Effective Date for Exception

Single Select

*Help Text: Choose N/A if not requesting an exception to the published effective date.*

**Reason for Requesting Exception to Effective Date**

Field Type: Text Area

*Help Text: Enter N/A if not requesting an exception.*

# Section III: Proposed Program/Certificate Information

Complete the information below (**all fields are required**).

**New Program/Certificate Title\***

Field Type: Text Field

**Program/Certificate CIP Code\***

Field Type: Text Field

*Help Text: Please provide the 10 digit CIP code for this new program/certificate.*

**Career Cluster\***

Field Type: Text Field

Validation: Alpha

*Help Text: This field is strictly for A.S. and certificate programs only. Enter N/A for all other program types.*

**Provide a summary of the program/certificate needs analysis.\***

Field Type: Text Area

*Help Text: Please provide evidence of the need for this new program/certificate in the community.*

**Briefly describe existing personnel and physical resources available to implement this new program/certificate.\***

Field Type: Text Area

**Briefly describe any accreditation needed for this program/certificate.\***

Field Type: Text Area

*Help Text: Enter N/A if none.*

**Briefly describe any industry certifications available for the student to take during or following completion of this program/certificate.\***

Field Type: Text Area

*Help Text: Enter N/A if none.*

**Project the average enrollment for the program/certificate core courses.\***

Field Type: Text Area

**Describe how this projection was determined.\***

Field Type: Text Area

**Provide a summary of the salary levels that graduates of this program/certificate can expect to make.\***

Field Type: Text Area

*Help Text: Submit supporting documents in Section V.*

**List similar programs/certificates at other colleges and universities.\***

Field Type: Text Area

# Section IV: Impact and Endorsements

## Impacts on Personnel and Resources

**List any new faculty positions (both full time and adjunct) and the total annual expense for these positions.\***

Field Type: Text Area

*Help Text: Enter N/A if no new positions are needed.*

**List any new staff positions (both full and part time) and the total annual expense for these positions.\***

Field Type: Text Area

*Help Text: Enter N/A if no new positions are needed.*

**Describe the technology, facilities, laboratory, or other physical resources needed to support this program/certificate.\***

Field Type: Text Area

*Help Text: List new resources needed to implement this program/certificate.*

**Describe the library resources needed to support this program/certificate.\***

Field Type: Text Area

*Help Text: List existing library resources that will be utilized (e.g., databases, academic journals). Enter N/A if no new resources are needed.*

**List the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program/certificate.\***

Field Type: Text Area

**Identify the funding source(s) to be used for personnel and operating expenses.\***

Field Type: Text Area

**List any additional curricular proposals being submitted that include or are affected by this new program/certificate. Under each type of proposal, please list the titles of courses, programs, and/or certificates.\***

Field Type: Text Area

*Help Text: Examples include New Course Proposals, Course Change Proposals, and/or Program/Certificate Change Proposal. If none, enter N/A.*

## Faculty Endorsements

Before completing the next field, originators must circulate a written copy of the curricular proposal and key supporting documents to department/program colleagues for review and approval. Alternatively, faculty may review in Curriculog after the originator has launched a proposal, but before the originator approves the proposal.

Prior to approving, the originator should adjust the proposal according to departmental feedback and enter the names of faculty members who have endorsed the final draft. Proposals will be returned if faculty endorsements are not provided.

**List of department/program faculty and instructors who support this proposal.\***

Field Type: Text Area

**List of department chairs, program directors, and/or deans who support this proposal\***

Field Type: Text Area

*Help Text: Please list department chairs, program directors, deans, or other program administrators whose courses, programs and/or certificates will be affected by the proposed new program/certificate.*

# Section V: Attachments

Submit the following in the requested document format. Please use this standard for naming attachments when possible: Program/certificate title (abbreviations are acceptable; e.g., CVT, EMT), type of document (e.g., Catalog Page, State Frameworks), and date if relevant. For example, “NUR AS Faculty Meeting Minutes 09/02/2020.”

1. **Catalog Page**

* Submit in Word format (.doc or .docx) as an attachment to this proposal.

1. **Salary Information**

* Research salary information from the Bureau of Labor Statistics.
* Submit in Word format (.doc or .docx) or PDF format (.pdf) as an attachment to this proposal.

1. **For A.S. Degrees/Certificates**
   1. **Florida Department of Education (FLDOE) State Frameworks**

* Download the **most current** FLDOE state frameworks from their website.
* Submit in Rich Text format (.rtf) as an attachment to this proposal.  
  1. **Curriculum Map**
* Download the Curriculum Map template from the Document Manager or the Curriculum Committee Canvas course.
* Map the state framework standards to the courses in which each standard is taught. Mapping sub-standards is **not** necessary for curricular purposes.
* Submit in Excel format (.xls or .xlsx) as an attachment to this proposal.

1. **Documentation supporting new program/certificate creation** [optional]

* Documents that support the proposed new program/certificate, such as department/advisory board meeting minutes, letters of support, etc.