

How to submit
course or program
proposals to the
Academic Affairs
Committee

Where to find the forms and guidance

- * Revised forms for the creation, deletion, or revision of courses or programs will be located on the Faculty Senate web page under Academic Affairs documents.

Where to send forms and proposals

- Send either a hard or electronic copy of the proposal, syllabi, and any other supporting documentation to the AAC Chair and AAC Secretary.

*The chair or vice chair will verify that the proposal is complete and has all the necessary signatures.

*The chair will notify the contact person of missing material or of the date the proposal will be on the AAC agenda.

*The program should send a representative capable of presenting the proposal and answering questions about it to the AAC meeting. The representative may be a member of the AAC.

* The AAC will discuss the proposal and either vote on it or table it for further discussion.

* The chair will notify the contact person of the outcome of the vote.

* If the proposal is approved by the AAC, it will be forwarded to the VPAA for his consideration.

New courses, course revisions, and course deletions

- * A single new course or a revision to a new course requires a course proposal cover sheet with the appropriate dean's signature, a syllabus, and a brief justification.
- * Course deletions require only the cover sheet with the dean's signature and a brief justification.

New Programs or Program Revisions

- * New programs (majors, minors, certificates, or graduate programs), require a cover sheet showing that the program faculty voted on and approved the changes.
- * The cover sheet must be signed by the department chair and the dean before it is sent to the AAC.
- * New programs and program revisions also require a proposal.

Overview of proposal and Side-by-side curriculum lists

- * This section should give a brief outline of the major revisions, additions, or deletions, and should provide side-by-side lists of the current and proposed curriculum.

Summary

- * This is a one page (maximum) executive summary of the proposal. The Summary should highlight the justifications, purposes, curriculum attributes, and resources of the proposed changes.

Program History (optional)

- * This sections should be included when changes to programs can better be conceived by reviewers with a knowledge of program history.

Program Description for Catalog

- * This section should include the title of the program and the description for the catalog. It should briefly describe the program so that someone with no knowledge of the discipline can understand the program's topic, potential careers, and other relevant factors.

Academic Goals and Objectives

- * This is a description of the goals and objectives of the program.
- * Goals and objectives should be tied to NMHU's mission and strategic plan elements.

Justification

- * Explain why we need this program or this revision.
- * Identify existing programs in New Mexico and surrounding states.
- * State the expected number of students, credit hours, and graduates.
- * State the opportunities for employment graduates of this program will have in New Mexico and elsewhere.

Curriculum

- * List the proposed curriculum as it will appear in the catalog.
- * Include an initial outcomes assessment plan.

Resource Requirements

List any new resources this program or revision will require.

- * Faculty
- * Library resources
- * Offices
- * Equipment
- * Classrooms
- * Storage
- * Software
- * Etc.

Bibliography (optional)

- * Include a bibliography if you have referred to technical or professional documents in the preceding sections.

Appendices

- * Courses to create – include a list of courses, course proposal covers, and syllabi
- * Courses to revise – include a list of courses, course change covers, and old and new syllabi
- * Courses to delete– include a list of courses and course change forms
- * Text for program’s catalog entry – include description of program and course descriptions
- * (optional) Letters of support and ancillary information

Final Steps

- * Discuss with the department and vote on the changes.
- * Get the signatures of the department chair and the dean.
- * Send hard copies of the forms and either a hard or electronic copy of the proposal to Germaine Alarcon.
- * Send a representative to the AAC meeting.
- * Celebrate wildly.