



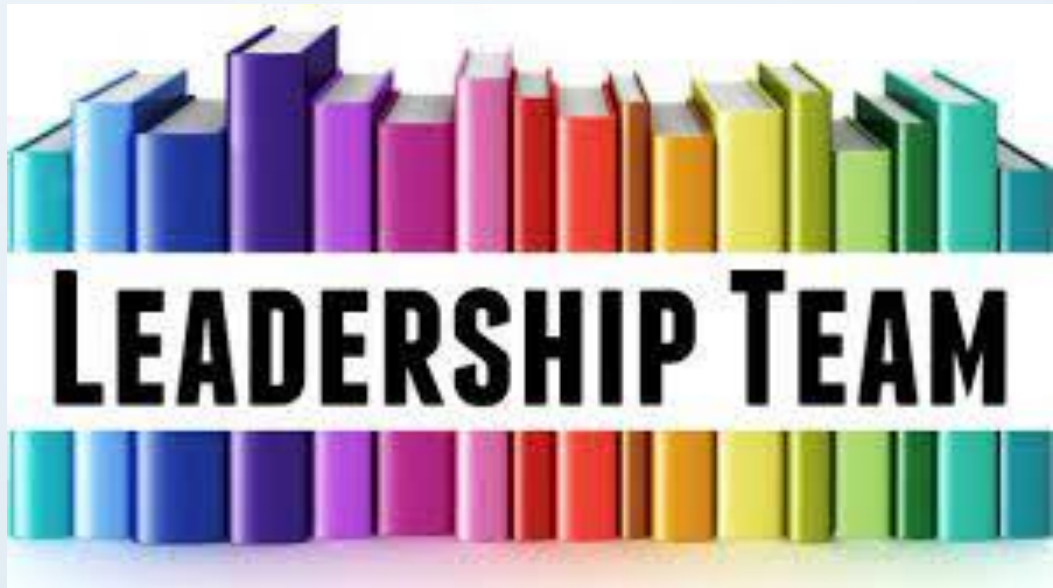
How to submit (new or revised) courses and/or program proposals to the **Academic Affairs Committee**

Where to find the Forms



- Updated AAC forms will be located on the Faculty Senate web page under "Academic Affairs Documents."

Where To Send Forms And Proposals?



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

Where To Send Forms And Proposals? (2)



- The chair or secretary will verify that the packet is complete and has all necessary signatures.
- The chair and/or secretary will notify the contact person about missing materials and/or will notify said person when the proposal will appear on the AAC agenda.

Once the Materials Are Accepted

- The program should send a representative capable of presenting the proposal and answering questions about it to the next AAC meeting. The representative can be the faculty member already serving on the AAC for the program.
- The AAC will discuss the proposal, vote on it or table it for further discussion.
- The chair or secretary will notify the contact person of the outcome.
- If the proposal is approved by the AAC, it will be forwarded to the Faculty Senate and then the VPAA's office for consideration.



New Courses, Course Revisions, and Course Deletions

- A new course, or a revision to an existing course, requires the appropriate form with the necessary justification, votes, signatures, and syllabus.
- Course deletions require the form, a justification, votes and signatures.



New Programs or Program Revisions



New programs and program revisions 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 require a proposal.



Proposal Content (1 of 7)



- This proposal should outline the academic program or the major revisions, additions, or deletions, and should provide side-by-side lists of the current and proposed curriculum.
 - Overview of new program (or changes to program)
 - Curriculum lists (or side-by-side curriculum lists for changes to proposals)

Proposal Content (2 of 7)

- The proposal should include
 - The title of the program
 - The description for the catalog
 - A brief description of the program so that someone with no knowledge of the discipline can understand the program's topic, potential careers, and other relevant factors.



Proposal Content (3 of 7)



- The proposal should include a description of the goals and objectives of the program.
- Goals and objectives should be tied to NMHU's (and the program's) mission and strategic plan elements.

Proposal Content (4 of 7)



- **JUSTIFICATION**

- The proposal should explain why NMHU needs this program or revision.
- Identify similar existing programs in New Mexico and surrounding states.
- State the expected number of students to be enrolled per year.
- State the opportunities for employment graduates of the program will have.

Proposal Content (5 of 7)



- **CURRICULUM & OUTCOMES ASSESSMENT**

- The proposal should list the proposed curriculum as it will appear in the catalog.
- Include an initial outcomes assessment plan.

Proposal Content (6 of 7)



- **RESOURCES**

- List any new resources this program or revision will require.
 - Faculty
 - Library resources (including staff)
 - Offices, office equipment
 - Classrooms, laboratories
 - Computers, software
 - Administrative staff
 - Etc.

Proposal Content (7 of 7)



- **APPENDICIES**

- 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 relevant courses
- Letters of support and other ancillary information

FINAL STEPS

- Discuss with the department and vote on the new proposal or changes.
- Get all necessary signatures.
- Send hard copies and/or an electronic copy of the proposal to the AAC Chair and AAC Secretary.
- Send a representative to the next AAC meeting to discuss the proposal.
- Celebrate wildly.

