Brookdale Community College
Curriculum Development Funding Application
AY 2024-2025

This form is only to be used to request funds for curriculum development. Approval is dependent upon the nature of the project and its fulfillment of college and departmental goals. All projects must be approved before work can begin. See chart below for standard projects and standard ranges of compensation.

Proposals must be submitted to the Office of the Vice President for Academic Affairs with appropriate Department and Institute signatures by the sixth week of each long semester.
SPRING DUE DATE: MAR 7, 2025

Proposals will be reviewed by the Deans Council and recommendations will be presented to the Vice President for Academic Affairs.

Requester(s):	

I.   Describe curriculum project and include timeline:

II.   Rationale for proposed action:
Describe the need for this curriculum development and the outcomes that could be achieved if it is accomplished. Identify opportunities for collaboration with other College units.

A.   Detail how your proposal would achieve outcomes related to the goals outlined in the Academic Master Plan:
- Cultivate a culture of belonging with the goal of acceptance and persistence for all students.
- Increase resources for student academic support services.
- Ensure relevant, innovative and in-demand educational offerings.
- Ensure teaching and learning practices that are innovative, culturally relevant and address barriers to learning.
- Ensure appropriate measures and assessments that create a cycle of continuous improvement.

B. Detail how your proposal would achieve outcomes related to your Department Plan.

III.   Participants in Development Activity
        Identify individuals and the roles they would play in completion of the project.

IV.   Support Needed:
        Detail resources needed:

V.   Compensation Requested
Indicate the compensation requested for the project including how compensation will be divided among requesters. Note: Adjunct instructors may be eligible for partial funding when working with a full-time faculty member; amount to be considered upon request.

If requesting compensation beyond the standard: detail what you are requesting to complete the project – number of professional days, extra compensation, release time, other – and provide a rationale that supports your request.

Standard Curriculum Development Projects:	Standard range of compensation per project: (To be determined based on the complexity of the project).
New Degree Program *Include in description (Section I)*: • New courses to be developed • Courses to be revised	$500 - 3 credit course release or equivalent
New Program Option or Certificate *Include in description (Section I)*: • New courses to be developed • Courses to be revised	$500 - $1,000
New Course	$500 - $1,000
Course Revisions	$500 - $1,000
Open Educational Resource	$500 - 1,000

APPROVALS:

Yes:	No:	Return for revision/resubmission:	Department Chair:	Date:
Comments:				

Yes:	No:	Return for revision/resubmission:	Institute Dean/AVP:	Date:
Comments:				

Dean/AVP confirmation of no objection:

Business and Social Science	
Educational Access and Innovation	
Health Sciences	
Humanities	
STEM	

Yes:	No:	Return for revision/resubmission:	VPAA:	Date:
Comments:				