CURRICULUM DEVELOPMENT PROPOSAL

**REQUEST FORM**

***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. Proposals must be submitted to Vice President for Academic Affairs with appropriate Department and Division signatures by the sixth week of each long semester. Proposals will be reviewed by the Deans Council and recommendations will be presented to the Vice President for Academic Affairs.***

**Requester(s**):

1. **Possible types of curriculum to be developed:**
	* + New Program, Program Option and/or Certificate
		+ New Course(s)
		+ Major course revision (new modality, technological enhancement, etc.)

**Describe curriculum project and include timeline:**

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1. **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. College Priorities:**

***Detail how your proposal would achieve outcomes related to College Priorities:***

***Priority 1: Student Success***

***Priority 2: Financial Stability***

***Priority 3: Facilities Planning***

***Priority 4: College Image Enhancement***

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 **B.** **Discipline Plan Goals**

***Detail how your proposal would achieve outcomes related to your Discipline Plan.***

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**III. Participants in Development Activity**

***Identify individuals and the roles they would play in completion of the project.***

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**IV. Support Needed:**

***Detail resources needed:***

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**V. Compensation Requested**

***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.***

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**APPROVALS:**

Yes: No:

  **Department Chair Date**

Comments:

Yes: No:

 **Institute Dean Date**

Comments:

Yes: No:

 **Vice President for Academic Affairs Date**

Comments: