Request for Curriculum Action Proposal Requirements

The submitter MUST complete this process if the request will:

- Create new, suspend, or delete existing certificate, emphasis, major, minor, option, or program
- Create, delete, change admission requirements\(^1\)
- Create, change, or delete a course or courses, including University Foundation courses\(^2\)
- Add, remove or change major requirements (degree requirements table) for a certificate, emphasis, major, minor, option, or program\(^3\)

Note: curriculum changes must originate in the department, school or college that owns the course or program. Changes must be approved by the appropriate Faculty Senate Curriculum Committee prior to implementation.

All other changes that impact the printed or online catalog, such as faculty changes, department contact information updates, and revisions to the department or program statement, do not need to be submitted to the curriculum committee. Those changes need to be submitted to the Catalog Coordinator in the Registrar’s Office.

Requests to create a new course need to have the availability of the number verified by the Catalog Coordinator in the Registrar’s Office. Previously inactivated course numbers are not available for re-use until a 5-year moratorium since the inactivation date has expired.

To expedite the curriculum process and allow for a comprehensive review, the curriculum committee requires that proposals be submitted in the following format. **All curriculum proposal requests will complete the following requirements in this order:**

<table>
<thead>
<tr>
<th>Requirements for Curriculum Proposal</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heading</strong></td>
<td></td>
</tr>
<tr>
<td>At the top of the page, list department, name of degree, contact name with e-mail and phone number, date; number the pages. The contact person should be able to succinctly speak about the proposal and have decision making authority for the proposal.</td>
<td>Request for Curriculum Action Department of General Health Bachelor of Arts, Medical Care Contact: Jenny Bills, PhD, <a href="mailto:jbills@boisestate.edu">jbills@boisestate.edu</a>, 426-3361 September 12, 2016</td>
</tr>
<tr>
<td><strong>Nature of Change</strong></td>
<td></td>
</tr>
<tr>
<td>Describes the exact request using the following terms: CREATE means you are designing a new course, major, minor, program, emphasis, option, certificate (something that currently does not exist in the catalog)</td>
<td>Nature of Change • Create a new course, NGS 232 Creative Visions This will create the course but will not require it in any major. Current Catalog Statement • N/A (the course not currently in the catalog). Proposed Catalog Statement • NGS 232 CREATIVE VISIONS (3-0-3)(F/S). Introduction to the three dimensional artistic vision of surgeons. PREREQ: BTH 134.</td>
</tr>
</tbody>
</table>

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\(^1\) It is a university requirement that a program’s admission requirements are to be listed in the catalog. It is recommended that these changes be submitted separately from other curriculum changes to expedite the approval process. The Provost’s Office will review these changes prior to going to committee.

\(^2\) All course requirement changes should be listed together and in catalog order. These can be included in the same proposal as the degree requirements table changes, but should be included as the first part of the proposal.

\(^3\) Any degree requirements table changes should be listed for each table individually so the committee can easily follow the changes. Please be clear which degree requirements table is being adjusted.
**Requirements for Curriculum Proposal**

**REMOVE** means taking a current course out of the major, minor, program, emphasis, option, certificate degree requirement table.

This course would still be in the catalog but removed from the major requirements. Remember, all credits need to be accounted for in the box.

**ADD** means that you are inserting something in the degree requirement table and/or an addition to program admission requirements.

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**Example**

**Nature of Change**

- Remove NGS 300 Horsemanship from the Bachelor of Horse Studies degree.
- Add 3 credits to NGS upper-division electives (Change from 6 to 9 credits)

**Current Catalog Statement**

Include the current degree requirement table with the course and credits highlighted and crossed out.

Highlight and cross out the 6 credits of upper-division NGS credits. This would look like (portion of the entire included degree requirements table)

\[
\begin{array}{ll}
\text{NGS 300 Horsemanship} & 3 \\
\text{NGS Upper Division Electives} & 6 \\
\end{array}
\]

**Proposed Catalog Statement**

Include the proposed degree requirement table with NGS 300 no longer listed, highlight the upper-division NGS line and credits. Cross out 6 and add a 9. This would look like (portion of the entire included degree requirements table)

\[
\begin{array}{ll}
\text{NGS Upper Division Electives} & 9 \\
\end{array}
\]

You are not deleting NGS 300 from the catalog, you do not need to list the course description.

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**Nature of Change**

- Create a new course XGS 435 Trustworthy Care and add the course as a requirement for the Bachelor of Arts in Medical Care. This would create a new course and also add it to the major requirement.
- Add XGS 225 Care Plans Three to the Bachelor of Arts in Medical Care. This would add an existing course to the major requirement.
- Add a prerequisite to SGX 436 Critical Evaluation.
- Create a new Ethics of Health Care Emphasis, and add the emphasis to the Bachelor of Arts in Medical Care; Add the following courses to the emphasis...
DELETE FROM CATALOG means the course, major, minor, program, emphasis, option, certificate, admission criteria is removed from the catalog. The course, major, minor, etc. must be included in the current catalog statement, highlighted in yellow with words crossed. The proposed nature of change would not have anything listed (it is deleted).

COMMENT: You cannot delete a course from the catalog if it is required in your major/certificate/program/minor/emphasis/option/certificate box of any degree. You must “first or also” remove it from your major box. If the course is also listed in any other department’s major box, you need to get the approval of the affected department either by having them sign the Affected Department Form or by attaching e-mails from the affected departments affirming support of the request. The affected department will also need to request a curriculum action as the course will no longer be in the catalog and the department needs to communicate how they want to replace this deleted course.

CHANGE means any other existing curricula or admission requirements are being modified. Examples are, CHANGE THE:

- course subject (prefix)
- course number
- course title
- course description
- credit/contact/lab hours
- semester offered
- designation (CID, DL, FF)
- grading basis (letter grade or pass/fail)
- repeat for credit (not, once, twice, etc.)
- pre/co-requisite

Nature of Change

• Delete XGS 449 Foot Care from the catalog.
• Delete the admission requirements from the Certificate in Health Care

Current Catalog Statement

• Admission into the Certificate in Health Care requires an application submitted by February 12 and a 3.2 GPA.

Proposed Catalog Statement

• NA

Nature of Change

• Change the course title, semester offered, course description, and prerequisites for GRE 320 Time Table Management

Current Catalog Statement

• GRE 320 TIME TABLE MANAGEMENT (3-0-3)(F). Discussion of the history of time table management. PREREQ: GRE 223.

Proposed Catalog Statement


A signature of the Mathematics Department is required for MATH 254.
### Requirements for Curriculum Proposal

<table>
<thead>
<tr>
<th>Current Catalog Statement</th>
<th>Proposed Catalog Statement</th>
<th>Justification of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current MicroSoft Word version of the catalog statement MUST be obtained from the Catalog Coordinator in the Office of the Registrar. (The committee will be expecting this format). Only include the part of the catalog statement that is pertinent to the request; do not include course descriptions or degree requirements tables if they are not changed. If the proposed changes are to a course or the degree requirements table, you MUST include the entire course description or degree requirements table, not just the area you want to make changes. Use strike through and highlights for changes. If you are creating a new course, there will be no current statement.</td>
<td>If proposed changes are to a course or the degree requirement table, include the entire course description or degree requirements table, not just the area you want to change. Highlight the completed changes. If you are deleting a course, there will be NO proposed catalog statement (N/A).</td>
<td>The change of the course title and description reflects current terminology utilized in the profession, and more clearly communicates the intent of the class. It strengthens curriculum map by providing a foundation course for the student learning outcome of understanding of development, form and function of the foot. XGS 243 Foot Anatomy is added to the prerequisites as some students register for XGS 333 Foot Assessment prior to taking the anatomy course. Students will be better prepared for success in XGS 333 by taking XGS 243 as a prerequisite, as the anatomy will not be reviewed in the assessment course. This new prerequisite is a required course the medical care major; it will not change the number of credits required nor change the time that it will take the student to graduate. The Department of Horse Studies utilizes XGS 333 in their major requirements; they have been contacted and agree to the change. (See attached signature page.)</td>
</tr>
</tbody>
</table>

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The change of the course title and description reflects current terminology utilized in the profession, and more clearly communicates the intent of the class. It strengthens curriculum map by providing a foundation course for the student learning outcome of understanding of development, form and function of the foot. XGS 243 Foot Anatomy is added to the prerequisites as some students register for XGS 333 Foot Assessment prior to taking the anatomy course. Students will be better prepared for success in XGS 333 by taking XGS 243 as a prerequisite, as the anatomy will not be reviewed in the assessment course. This new prerequisite is a required course the medical care major; it will not change the number of credits required nor change the time that it will take the student to graduate. The Department of Horse Studies utilizes XGS 333 in their major requirements; they have been contacted and agree to the change. (See attached signature page.)
### Requirements for Curriculum Proposal

<table>
<thead>
<tr>
<th><strong>Projected Enrollment</strong></th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a new course, major, minor, program, emphasis, option, certificate, please provide the projected enrollment and the basis and rationale for such projection.</td>
<td>The projected enrollment for this course will be one section per semester at 30 students. This projection is based on the current enrollment in the special topics courses.</td>
</tr>
<tr>
<td>For all other curriculum changes, please provide changes in enrollment that are likely to result; what is the current enrollment and what will be the new enrollment.</td>
<td>Not all sections of BAST 225 are full; capacity is available. The addition of this course as an elective for the Biology Emphasis (3-4 students per semester) will not cause enrollment issues.</td>
</tr>
<tr>
<td>For some proposals, such as a change in course description, title, semester of offer, etc. this might be “N/A” as the change does not affect enrollment</td>
<td></td>
</tr>
</tbody>
</table>

### Resources Required

Include any non curricular resources required to implement the curricular changes, such as anticipated course fees, out of course fees, etc. (what is the effect to the student).

Include a statement concerning increased faculty workload funding source, distribution of new workload, classroom/lab space, equipment, administrative support, etc. For example, if the proposal adds 4 new courses, there needs to be resources/workload coming from some source.

For some proposals, such as a change in course description, title, prerequisites, this might be N/A as the change does not affect resources.

The department has created 4 new courses. These will be offered both the fall and spring semester. The department has received additional adjunct funding from A260 to cover this workload. Students have been hindered from graduating due to lack of upper-division electives; these additions should improve student success towards graduation.

This new on-line program has been developed in coordination with eCampus. The first three years are supported with appropriated funding. After that point, the program funding will be supported by the credits generated, self-funding. The business plan supports a three year break even point.

### Library Resources Verification

Include any resources from the library that may be required to implement the proposed changes.

If new resources are required, such as for a new program of study, then it should be articulated that the department or program will coordinate with the library.

Current resources are adequate; the department will continue to review relevant new resources and collaborate with the library representative on updating holdings.

This new major will require upgrading of library sources. The department has set aside funding and will collaborate with the library to secure sources.
<table>
<thead>
<tr>
<th>Semesters Offered</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate when the course will typically be offered:</td>
<td></td>
</tr>
<tr>
<td>F = Fall semester only</td>
<td></td>
</tr>
<tr>
<td>S = Spring semester only</td>
<td></td>
</tr>
<tr>
<td>SU = Summer session only</td>
<td></td>
</tr>
<tr>
<td>F,S = Both fall and spring semesters</td>
<td></td>
</tr>
<tr>
<td>F,SU = Fall semester and summer session</td>
<td></td>
</tr>
<tr>
<td>S,SU = Spring semester or summer session</td>
<td></td>
</tr>
<tr>
<td>F/S = Fall or spring semesters or both</td>
<td></td>
</tr>
<tr>
<td>F/SU = Fall semester or summer session</td>
<td></td>
</tr>
<tr>
<td>S/SU = Spring semester or summer session</td>
<td></td>
</tr>
<tr>
<td>F,S,SU = Fall and spring semester and summer session</td>
<td></td>
</tr>
<tr>
<td>F/S/SU = Fall or spring semester or summer session</td>
<td></td>
</tr>
<tr>
<td>Even years</td>
<td></td>
</tr>
<tr>
<td>Odd years</td>
<td></td>
</tr>
<tr>
<td>Intermittently</td>
<td></td>
</tr>
<tr>
<td>On demand</td>
<td></td>
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<tr>
<td>As justified</td>
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</table>

<table>
<thead>
<tr>
<th>Implementation Date</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Semester (i.e., Fall, Spring, or Summer) and year must be included (e.g., Fall 2016)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** It is very important that semesters of offer be reliable. With Degree Tracker, it is important that the semester correlates with the exact offering, to help students plan future enrollment. This information also helps with projecting future enrollment for upcoming semesters.

**Note:** Please include semester and year to be implemented. No new course can be added to the schedule of classes without being approved through the Curriculum Committee process.

Individual courses with changes can be implemented the following semester if registration has not already begun.

New courses can be offered the next semester as long as the proposal is approved prior to the beginning of the semester.

Changes to an existing degree requirements table that are approved by the deadline for the printed catalog will be implemented in the fall of the next academic year. If the change is approved after the deadline, the implementation date will be the fall semester of the following academic year.