MEMO

To: Faculty Senate Executive Committee
From: Curriculum Committee
Re: Proposed changes and additions for the "Program Change" forms
Date: May 19, 2010

The Curriculum Committee voted on May 18, to forward these changes and additions to your committee. We wish to revise the *Program Change* form and the *Curriculum Committee Guidelines* to better assist faculty as they prepare requests for program changes.

I.   Proposed Program Change Form (Portal) Changes and Additions

Existing Change Program Form Field	Recommended Changes and Additions
Describe the proposed degree program change(s) in terms of how the changes differ from the program as currently approved and published in the latest WOU catalog (specify the latest catalog date).	(change) Give a summary of the proposed revisions with rationale/evidence for each.* Attach a cover letter (1 – 2 pages, maximum 500 words) explaining the big picture, reasons for the proposed changes and the students and programs affected.
Describe the reasons for making this change	(change) Give the current catalog description (specify catalog date and page numbers). Give the proposed catalog description
Dean Review Only	(addition) Faculty and facilities needed

II.   Optional Items
Footnote (see row 1 above) to put by "attachment" button at end of proposal page (footnote linked to *Curriculum Committee Guidelines* which are housed on the CC page)
    *See the *Curriculum Committee Guidelines* for a list of possible (not required) items you may wish to use to support your proposal

This list is to include as a new item at the end of the *WOU Faculty Senate Curriculum Committee Guidelines and Procedures for Curricular Proposals*

Tips for Program Change Curriculum Proposals

Possible (not required) items to use for rationale / evidence for proposed revisions:
- Summary of internal program review / evaluation
- Summary of external program review / evaluation
- Articles, reports or other published professional materials
- Student surveys
- Comparison to other OUS institution programs
- Summary of internal or external program review / evaluation
- State, national, professional or other standards
- Accreditation reports
- Current and revised degree plan forms for majors / minors (contact Patrick Berry, Graduation Evaluator, berryp@wou.edu, for original documents)