

NWCCU Substantive Change: Minor or Major Template

(Complete all areas)

1. Program Information

- a) Name of the Program
- b) What category of Substantive Change are you requesting?
- c) If Minor Substantive Change, which type?
- d) If Major Substantive Change, which type?
- e) If Program Inventory Update, which type?
- f) Proposed Implementation Date
- g) CIP Code (Obtain from Registrar's Office)
- h) Degree Level
- i) Degree Type
- j) Describe a brief summary of the change

2. Method of instructional delivery

- a) Will the program be available face to face? Yes No
- b) Will any portion of the program be available via distance education? Yes No
- c) Will this program be a reduced credit bachelor's degree? Yes No

3. Method of Assessment

- a) Will standard methods of assessment be used? Yes No
- b) Will Direct Assessment be used instead of standard methods of assessment? Yes No
- c) Will Competency-Based Education (SBE) be used instead of standard methods of assessment? Yes No

4. Credits

- a) Semester or Quarter
- b) Credits to completion

5. Additional Information

- a) Please provide any additional information that will help us understand your request.

6. Mission and Core Themes or Institutional Objectives

Provide a clear statement of the nature and purpose of the change in the context of institutional mission and core themes, or institutional objectives.

7. Authorization

Provide evidence of the date of formal approval by the governing board and by the appropriate governmental agency to offer the proposed existing and/or new program(s) at the proposed site(s). If the institution is located in, or operates in, a state that has only minimal requirements for chartering, but also a higher level of authorization to grant degrees, date and evidence of approval at the higher level is required.

- a) Date of Governing Board Approval (Curriculum Committee – Obtain from Registrar's Office)
- b) Date of Review by Appropriate Academic Policy Body (Faculty Senate – Provost will provide).
- c) Date of Governmental Agency Approval (State Board – Provost will provide).

8. Educational Offerings

- a) Provide descriptive information of the educational offering(s) including credits to completion, courses by title and assigned academic credit granted.

b) Provide descriptive information regarding method of instructional delivery (i.e., type of delivery including percent of face-to-face, hybrid, distance delivery, and/or competency-based).

c) Provide a description of expected student learning outcomes.

d) Provide a description of the assessment plan for student learning outcomes.

9. Planning

a) Plans and descriptive materials indicating evidence of need for the change and the student clientele to be served (common resources include EMSI and the BLS Handbook).

b) Describe the procedures used in arriving at the decision to change.

c) Describe the timetable for implementation.

10. Resources

- a) Describe capacity of student services to accommodate the change; and implications of the change for services to the rest of the student body.

- b) Describe the provision for physical facilities and equipment.

- c) Describe adequacy and availability of library and information resources.

- d) Provide and analysis of the faculty and staff needed which includes educational and professional experience qualifications of the faculty members relative to their individual teaching assignments; and anticipated sources or plans to secure qualified faculty and staff.