New/Change in Program Proposal (NCPP)

Please use this form to propose a new program or propose a change to an existing program.

FOR NEW PROGRAMS:
1. Please refer to the Process and Development of New Programs flow chart at

2. Faculty must first work with the Associate Dean in their area, the Associate Dean of Academic Effectiveness (June Madson Clausen), and/or the Associate Dean for Academic Operations (Chris Brooks) prior to submitting a new program proposal.

FOR NEW PROGRAMS AND CHANGES TO EXISTING PROGRAMS:
Please refer to the New/Change Program Proposal (NCPP) Approval Process flow chart at

Please contact Rosana Aguilar, Program Assistant for Academic Effectiveness, at
rmagular@usfca.edu or x5265 if you have questions or any problems with this form.

The name and photo associated with your Google account will be recorded when you upload files
and submit this form. Not ceschwabenland@usfca.edu? Sign out

* Required

Name, title, and email address of FACULTY MEMBER submitting this NCPP. *
NOTE: Only full-time faculty members may submit New/Change Program Proposals.

Your answer

Select the type of action for this New/Change Program Proposal:

- [ ] New Program
- [○] Change(s) to an Existing Program

NEXT

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New/Change in Program Proposal (NCPP)

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* Required

Proposed Change(s) to an Existing Program

Current Program Name *

Your answer

Proposed Program Name
Provide a response if a change in Program Name is being proposed.

Your answer

Date of Department/Program/Advisory Board Approval of Proposed Change(s) *

Date

mm/dd/yyyy

Please upload the minutes of the meeting at which the proposed program changes were approved; if minutes are not available, please upload a letter from the Chair/Program Director indicating department/program support for the proposed changes. *

ADD FILE
Proposed Start Term *
Note that programs must be approved by the Area Associate Dean and the College Curriculum Committee for submission to the Provost for his review by early December in order to be implemented the following fall semester (e.g., in order to be implemented in Fall 2018, new programs must be approved by the Area Associate Dean and by the College Curriculum Committee by early December 2017). Faculty are therefore encouraged to submit NCPPs for proposed new programs no later than September of the fall semester one year prior to when the program is planned to start.

Choose

Proposed Start Year *
Note that programs must be approved by the Area Associate Dean and the College Curriculum Committee for submission to the Provost for his review by early December in order to be implemented the following fall semester (e.g., in order to be implemented in Fall 2018, new programs must be approved by the Area Associate Dean and by the College Curriculum Committee by early December 2017). Faculty are therefore encouraged to submit NCPPs for proposed new programs no later than September of the fall semester one year prior to when the program is planned to start.

Your answer

Current Program Learning Outcomes (PLOs) *
Please upload current PLOs.

ADD FILE

Proposed Program Learning Outcomes (PLOs) *
Please upload proposed PLOs.

Your answer

Current Curriculum Map *
Please upload the current curriculum map (showing courses mapped to PLOs) for the program.

ADD FILE

Proposed Curriculum Map *
Please upload the proposed curriculum map (showing courses mapped to PLOs) for the program.

ADD FILE

Current Degree Requirements Checklist *
Please upload the current Degree Requirements Checklist for the proposed program.

ADD FILE
Proposed Degree Requirements Checklist *
Please upload the proposed Degree Requirements Checklist for the proposed program. A template for the Degree Requirements checklist can be found here: https://myusf.usfca.edu/arts-sciences/academic-effectiveness/programs

ADD FILE

Syllabi for Relevant Current and/or Proposed Courses in Changed Program
Submit via email toCASCurriculumTeam@usfca.edu syllabi for current and proposed courses that are being proposed for change (e.g., new courses, existing courses being removed, existing courses being added to requirements). It is helpful to the reviewers to understand the nature of the courses being removed, added, or changed in the proposed program change. For new courses, draft syllabi are acceptable.

☐ I have emailed (CASCurriculumTeam@usfca.edu) the syllabi and/or draft syllabi of all relevant courses.

Please provide a rationale for the proposed program change. *
Please be clear and succinct; this information will be read by Associate Deans, faculty and staff on the College Curriculum Committee, and by the Provost.

Your answer

Please summarize the data that supports the need for the proposed program change. *
(e.g., yearly assessment results, academic program reviews, etc.)

Your answer

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