



## New Course/Program/Award Proposal Form

Prior to completing, does this proposal accomplish any of the following:

- Does this Course/Program/Award align with the mission of the college?    Yes    No
- Is this Course/Program supported by industry?    Yes    No
- Is this Course/Program supported by the department and division?    Yes    No
- Does this Course/Program lead to a livable wage?    Yes    No    Unk

Please complete all fields appropriate to the new course or program proposal.

Author of Proposal:

Date Submission:

Division:

Department:

Department Chair:

New Course     New Program     New Award

Award Type:

1. Name of new Course or Program:
2. New Course and/or Program Description:
3. Need/Justification: What is the actual student need for this particular course and how does it fit within the institutional goals?
  
4. Role of the Course? (If applicable) What's the student demand and transfer applicability for existing university majors?



The development and implementation of curricula is a collaborative departmental function. Although individual faculty develop specific curriculum, it is requested that faculty share the curriculum with other department faculty and administrators. This may include departments outside the developer's discipline. Implementation of developed courses needs to be coordinated with Department/Division managers and staff. To this end, it is asked that the manager discuss the following with the faculty originator before submitting it through the Curriculum Review Process.

Yes/No or N/A:

- Y    N    N/A    The faculty member has reviewed the proposal with all departments that may have a vested interest in the curriculum, including:
- Y    N    N/A    The department has sufficient faculty to offer the course.
- Y    N    N/A    The department will stay within District guidelines for faculty loading, both full-time and part-time.
- Y    N    N/A    The department has sufficient funding to offer the course.
- Y    N    N/A    The department has sufficient support staff to offer the course.
- Y    N    N/A    The department has sufficient equipment to offer the course.
- Y    N    N/A    The department has sufficient facilities to offer the course.
- Y    N    N/A    The department is able to schedule the course within classroom restrictions.
- Y    N    N/A    The course will be added to an existing educational program approved by the Chancellor's Office.
- Y    N    N/A    The course will be added to the Sierra College local general education requirements.
- Y    N    N/A    Articulation or planning with neighboring institutions has taken place.
- Y    N    N/A    The course is likely to lead to future program.
- Y    N    N/A    The course is supported by the Department (provide recollections).
- Y    N    N/A    The course supported by an Advisory Committee (provide recollections).
- Y    N    N/A    The proposal has been discussed with counseling and/or interest area advisors.

Please provide comments to any of the above as may be necessary:

Approvals/support:

Include all associated Department Chairs, Division Deans, Counselors, and/or Interest Area Advisors, Facilities, I.T. that have been consulted:

<b>Printed Name</b>	<b>Signature</b>	<b>Division</b>	<b>Date</b>
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Dept. Chair:

Division Dean:

Division Dean:  
(If applicable)

Counselor:

Other representatives consulted (if applicable):

Once complete, forward to the Curriculum Chair for review and scheduling of presentation to Curriculum Committee. Please attach additional comments if appropriate.

Curriculum Chair: