UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. A checklist is available to assist in the preparation of a proposal. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: __________ Mark Miller __________ phone number ___X0653________

Department: ______ Foreign Languages & Literatures ________ email address __markm@udel.edu

Date: __September 3, 2012____________________________

Action: ________________________
(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term ____________
(use format 04F, 05W)

Current degree ____________________________
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of: ____________________________
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed name: ________________________________________
Proposed new name for revised or new major / minor / concentration / academic unit
(if applicable)

Revising or Deleting:

Undergraduate major / Concentration: ________________________
(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor: ______ JAPN Minor __________
(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: ______________________
(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: ____________________________
(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration: ________________________________

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?
Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter “None”

Supply support letter from the Library, Dean, and/or Department Chair if needed (all new majors/minors will need a support letter from the appropriate administrator.)

Supply a resolution for all new majors/programs; name changes of colleges, departments, degrees; transfer of departments from one college to another; creation of new departments; requests for permanent status. See example of resolutions.

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: http://www.ugs.udel.edu/gened/

Identify other units affected by the proposed changes: (Attach permission from the affected units. If no other unit is affected, enter “None”)

NONE

Describe the rationale for the proposed program change(s): (Explain your reasons for creating, revising, or deleting the curriculum or program.)

The current wording of the JAPN minor is causing problems for the UDSIS system. It lists several non-language courses that may count toward the minor. However, all 18 credits that students take need to be JAPN language courses. The requirements for the minor are not changing. The last sentence that lists the non-language courses simply needs to be deleted.

Program Requirements: (Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and include a side-by-side comparison of the credit distribution before and after the proposed change.) See example of side by side.

Current:
JAPANESE: 18 credits in JAPN courses taught in Japanese at the 200 level and above, including 6 credits at the 300 level and 3 credits at the 400 level. 3 of the 18 credits may be from a Japan-related FLLT course, JAPN 204, or JAPN 208.

Revised:
JAPANESE: 18 credits in JAPN courses taught in Japanese at the 200 level and above, including 6 credits at the 300 level and 3 credits at the 400 level.
ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson ___________________________________________ Date ________________

Dean of College _________________________________________________ Date __________________

Chairperson, College Curriculum Committee _________________________ Date ________________

Chairperson, Senate Com. on UG or GR Studies ______________________ Date __________________

Chairperson, Senate Coordinating Com. ____________________________ Date __________________

Secretary, Faculty Senate _________________________________________ Date __________________

Date of Senate Resolution _________________________________________ Date to be Effective ______

Registrar ___________________________ Program Code _______________ Date ________________

Vice Provost for Academic Affairs & International Programs ____________ Date ________________

Provost ________________________________ Date ______________________

Board of Trustee Notification ______________________________________ Date __________________

Revised 02/09/2009 /khs
Checklist for Curriculum Proposals

Yes. 1. Are all signatures on the hard copy of the proposal?

Yes. 2. Is the effective date correct?

Yes. 3. Is the rationale for the proposal consistent with the changes proposed?

Yes. 4. Does the proposed number of credits match the stated number?

NA. 5. Have affected units been identified and contacted? Are required support letters attached?

NA. 6. Is a resolution necessary? If so, is it attached?

(Necessary for: establishing a major; disestablishing a major; a name change to any program with permanent status; a name change to a department or college; a transfer or creation of any department; request for permanent status).

Yes. 7. Are all courses (required or referenced) in the UDSIS Inventory or in the approval process?

NA. 8. Are all university requirements correctly specified?

___ A. Breadth requirements.
___ B. Multicultural requirement.
___ C. Writing requirement.
___ D. DLE requirement.

NA. 9. Are all college requirements correctly specified?

Yes. 10. Is a side-by-side comparison provided?