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: _____Revise JAPN Minor_____
           (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_____13F_____
                       (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.**

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Current:
JAPANESE: 18 credits in JAPN courses       Revised:
taught in Japanese at the 200 level        JAPANESE: 18 credits in JAPN courses
and above, including 6 credits at          taught in Japanese at the 200 level
the 300 level and 3 credits at the         and above, including 6 credits at
400 level. 3 of the 18 credits may         the 300 level and 3 credits at the
be from a Japan-related FLLT course,       400 level.
JAPN 204, or JAPN 208.
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ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson _____Richard Zipser_____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?