

PROCESS A NON-GENERAL EDUCATION ~ CURRICULUM PROPOSAL

SCC #04-05- 7/16

SP4449960, E15 FORM PRO, REG

Deadlines

October 6, 2004 to be implemented Feb. 2005 ~ February 11, 2005 to be implemented Spring 2006

PROPOSAL TITLE: Change to Credit Hours, 0909.501 Special Topics

Sponsors: Steven Chin E-Mail: Chin@rowan.edu Ext: 5304  
E-Mail: \_\_\_\_\_ Ext: \_\_\_\_\_

DEPARTMENT: Engineering

COLLEGE: Engineering

If Liberal Arts & Sciences CHECK:  History/Humanities  Math/Sciences  Social/Behavioral Sciences  
 UNDERGRADUATE  GRADUATE

THE ATTACHED NON-GEN-ED PROPOSAL IS BEST DESCRIBED BY THE ITEM(S) CHECKED

New non-gen-ed course  Minor curricular changes (fewer than three) to  
 Short-term non-gen-ed course  Existing non-gen-ed course  
 Non-gen-ed degree requirements  
 Major  
 Minor, specialization, concentration, track, certificate program

THE FOLLOWING SIGNATURES REPRESENT APPROVAL

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Curriculum Chair: [Signature] Date: 2/11/05  
Academic Dean: [Signature] Date: 2/11/05

COLLEGE CURRICULUM COMMITTEE

OPEN HEARING Date: 4/1/05 Approved  Not Approved

COLLEGE CURRICULUM CHAIR: [Signature]

Senate Curriculum Chair Signature: [Signature] Date: Senate Announcement: 4/12/05

Comments: \_\_\_\_\_

EXECUTIVE VICE PRESIDENT/PROVOST Signature: [Signature] Date: 4/27/05

Approved  Not Approved

Date: 5/3/05 Course Description Received & Approved ~ Reg's Taxonomy & Course # \_\_\_\_\_  
Registrar Signature: [Signature]

NOTIFICATION FORWARD

SCC Chair  Academic Dean  Department Chair  Registrar  IR  CAP  
 VP Student Affairs  Others

Traw. 5/25/05



*College of Engineering*

**Minor Curricular Change Proposal – Change to Credit Hours, 0901.501 Special Topics**

**Details:**

- a. Change Requested

Credit Hours

From: 0901.501, 3 s. h.

To: 0901.501, (1-3) s. h.

Course Description

No change.

- b. Sponsor(s)

Steven Chin, Associate Dean, College of Engineering

**Rationale**

- a. Statements of "need" for such a change.

Flexibility is desired to assign an appropriate number of credit hours to Special Topics courses. As partnerships are developed with regional agencies and businesses, there is often an emphasis on the importance of short courses, many of which have a nominal course equivalent value of 1 s.h. Having a (1-3)-s.h. Special Topics course available in a range of semester credit hours would provide for flexible adaptation to the needs of many of our regional stakeholders.

- b. Statements of curricular effect. How the change will impact on program, department and/or curricular design.

The proposed curriculum change will have an impact on the flexibility of the Engineering graduate program, making it better adaptable to on-campus and off-campus students.

**Results of Consultation**

- a. List all parties consulted.

No letters of consultation are solicited because no effect is foreseen on other departments or programs.

# PROCESS A

## **NON-GENERAL EDUCATION**

### Curriculum Proposals

- New non-general-education courses
- Short-term non-general-education courses
- Minor curricular changes (fewer than three) to:
  - a. existing non-general-education courses
  - b. non-General-Education degree requirements
  - c. majors
  - d. minors, specializations, concentrations, tracks, certificate programs

#### ✓ CHECKLIST FOR ACCURATE FORMAT:

- \_\_\_\_\_ Check Correct Course Title
- \_\_\_\_\_ Correct Hegis Number
- \_\_\_\_\_ Letters of Consultation
- \_\_\_\_\_ New Course: Catalog Description on **separate page**
- \_\_\_\_\_ Changes to Programs: Attach new Advising Sheet (should show structure of program; **not** chronological order of classes taken)

#### **PROCEDURES:**

- **Department Curriculum Chair** will review all proposals for completeness, necessary changes and/or additions;
- **Department Chair** will review all proposals for completeness, necessary changes and/or additions;
- **College Dean** will review all college curriculum proposals for completeness, necessary changes and/or additions.
- **College Curriculum Chair** will meet with *College Curriculum Committee* to review and discuss proposals for completeness, necessary changes and/or additions, attach original letters of recommendation and forward to;
- **Senate Curriculum Committee Chair** and announcement to Senate

**All Department signatures, College Curriculum Chair signature, and signature of the Dean must appear on the cover sheet.**

***THE ABOVE PROCESS MUST BE COMPLETE BEFORE SUBMITTING TO THE SENATE.***

**Submit ONLY the ORIGINAL PROPOSAL, COVER SHEET & ORIGINAL LETTERS to the Senate**

**SEND A DUPLICATE OF YOUR PROPOSAL via e-mail to: [curriculum@rowan.edu](mailto:curriculum@rowan.edu)**

**Please include: TITLE OF PROPOSAL**

Upon receipt of the original curriculum proposal in the senate office, it will be assigned a reference number for tracking throughout the processing stages. Copies sent via e-mail will be assigned the same reference number as the original hard copy for tracking.

Copies of the cover sheets will be available in the Senate office, or can be sent upon request via e-mail for download and printing.

Curriculum Proposals will be sent via e-mail for open hearings so recipients can print a hard copy.

Original copy of Curriculum Proposals will remain in the Senate office until sent to the Provost.