Dean’s Impact Review for Curriculum Proposals

**new major/minor degree program**

Instructions: The items below must be discussed with the respective college dean prior to submission of the course/curriculum proposal to the Faculty Senate office. A Dean’s Impact statement is required for all curricular proposals that involve course, program, or degree requirement changes. A Dean’s Impact Statement is not required for course name, description, or credit hour changes.

Proposal #

Date

# I. Impact on the existing and future curriculum

I.1How does this new program contribute to the short or long-term goals of the department?

I.2Does this program replace an existing program?

If yes, which one?

I.3 Is there a state or national accreditation available for this program?

If yes, which one?

1.4 Does this program require any NEW courses?

If yes, please list the courses:

I.5 How many required courses will be unique to this program?

I.6 Will other departmental courses be offered less frequently or experience reduced enrollment? Which courses?

I.7a Will this new program serve a new market (students not already coming to Northwest) or will it reduce the number of students in another program?

1.7b Is there demand for this program among prospective students in the state, region or nation and demand among current students? Include a statement from the Dean of Enrollment Management (undergraduate program) or Dean of the Graduate School (graduate program) addressing the marketability of new program with prospective students.

1.8a What is the market demand for this program? Specifically what is the national, state, regional, or local assessment of labor need for citizens with these skills? What is the source of your data?

1.8b Provide examples of employment positions as well as companies / industries that will provide career opportunities for graduates with this new program. What is the current state of post-graduate employment opportunities? What opportunities exist for experiential learning or internships in the market? Include a statement from the Director of Career Services.

I.9 What is the societal need met by this program (needs which are not directly related to employment)? What is the source of your data?

**new major/minor degree program**

I.9 List your enrollment projections below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Year*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** |
| ***Full-time*** | 0 | 0 | 0 | 0 | 0 |
| ***Part-time*** | 0 | 0 | 0 | 0 | 0 |
| ***Total*** | 0 | 0 | 0 | 0 | 0 |

I.9 On what data are these projections based?

I.10 Are any collaborations in place or planned with any institutions necessary to offer this program?

If yes, which one(s)

I.11 Are there written agreements with these partner institutions?

I.12 Which of our peer institutions have a program similar to the proposed program?

# II. Impact on the faculty

II.1 What is the impact on the teaching load and number of student contacts for the person(s) offering the program?

11.2 Will approval of the proposal increase the number of preparations for the faculty member(s)?

11.3 Unless there is no impact at all on faculty schedules, attach a sequencing of courses with applicable staff schedules for a two-year period.

# III. Impact on Resources [Use the table below to list specific costs]

 Will this proposed change require:

III.1 Additional faculty or staff?

(If yes, explain.)

III.2 Overload or term appointments?

(If yes, explain.)

III.3 Additional equipment*?*

(If yes, explain.)

III.4 Additional teaching materials/software?

(If yes, explain.)

III.5 Additional library support?

(If yes, explain.)

III.6 Additional computer lab or service support (one-time or ongoing)?

(If yes, explain.)

III.7 Other resources (one-time or ongoing)

(If yes, explain.)

**Resource Needs -**Enter estimated costs below:

One-time Expenditures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
|  New/renovated space |       |       |       |       |       |
|  Equipment |        |        |        |        |        |
|  Library |       |       |       |       |       |
|  Consultants |       |       |       |       |       |
|  Other |       |       |       |       |       |
|  Total for One-time Expenditures | $0 | $0 | $0 | $0 | $0 |

Recurring Expenditures (for Faculty salary, use averages from Faculty Salary Matrix and 0.3 for benefits)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
|  Faculty |       |       |       |       |       |
|  Staff |        |        |        |        |        |
|  Benefits |       |       |       |       |       |
|  Equipment |       |       |       |       |       |
|  Library |       |       |       |       |       |
|  Other |       |       |       |       |       |
|  Total for Recurring Expenditures | $0 | $0 | $0 | $0 | $0 |

Dean’s Impact Review for Curriculum Proposals

COURSE OR DEGREE REQUIREMENTS CHANGES

Instructions: The above issues must be addressed by the respective college dean in consultation with the department chair prior to submission of the course/curriculum proposal to the Faculty Senate office. A Dean’s Impact statement is required for all curricular proposals that involve course, program, or degree requirement changes. A Dean’s Impact Statement is not required for course name, description, or credit hour changes.

Note: Every course proposal must include a comprehensive course syllabus outlining goals and assessment strategies for accomplishing course goals.

# I. Impact on the existing and future curriculum

I.1How does this new course or requirement change impact the curriculum for the major or minor?

I.2 Is this new course required for an existing major or minor or an elective?

I.3 Is this course intended to replace a current course planned for deletion?

If no, how does the addition of this new course impact the 150% rule-of-thumb limit of courses in a major?

I.4 If this is a new course, does it require prerequisites?

 If yes, what are they?

I.5 Will the prerequisites affect the enrollment patterns of students in other courses?

I.6 Will the proposal cause other departmental courses to be deleted or added?

 If yes, which courses?

If no, why not?

I.7 Will other departmental courses be offered less frequently or experience reduced enrollment?

If yes, which courses?

I.8 What is the anticipated enrollment for the new course?

 Justification for the enrollment estimate?

# II. Impact on the faculty

II.1 What is the impact on the teaching load and number of student contacts for the person(s) offering the course?

11.2 Will approval of the proposal increase the number of preparations for the faculty member(s)?

11.3 Unless there is no impact at all on faculty schedules, attach a sequencing of courses with applicable staff schedules for a two-year period.

# III. Impact on Resources [Use the table below to list specific costs]

 Will this proposed change require:

III.1 Additional faculty or staff?

(If yes, explain.)

III.2 Overload or term appointments?

(If yes, explain.)

III.3 Additional equipment*?*

(If yes, explain.)

III.4 Additional teaching materials/software?

(If yes, explain.)

III.5 Additional library support?

(If yes, explain.)

III.6 Additional computer lab or service support (one-time or ongoing)?

(If yes, explain.)

III.7 Other resources (one-time or ongoing)

(If yes, explain.)

**Resource Needs -**Enter estimated costs below:

One-time Expenditures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
|  New/renovated space |       |       |       |       |       |
|  Equipment |        |        |        |        |        |
|  Library |       |       |       |       |       |
|  Consultants |       |       |       |       |       |
|  Other |       |       |       |       |       |
|  Total for One-time Expenditures | $0 | $0 | $0 | $0 | $0 |

Recurring Expenditures (for Faculty salary, use averages from Faculty Salary Matrix and 0.3 for benefits)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
|  Faculty |       |       |       |       |       |
|  Staff |        |        |        |        |        |
|  Benefits |       |       |       |       |       |
|  Equipment |       |       |       |       |       |
|  Library |       |       |       |       |       |
|  Other |       |       |       |       |       |
|  Total for Recurring Expenditures | $0 | $0 | $0 | $0 | $0 |