 **Curriculum Committee Action Plan**

1. Action Forms should be submitted to the Curriculum Committee Chair at least 2 days prior to the scheduled meetings. Regular meetings are scheduled on the first Friday of each month.
2. Faculty member to complete the Action Form, including the signature of Program Director and Dean of the Appropriate School.
3. Course numbers will be assigned by the Registrar’s Office after approval by the Curriculum

Committee and the VC of Academic Affairs. Course numbers may be submitted in a basic format with missing numbers, ie. 1XX2 or 2XX3.

1. Once the Curriculum Committee has approved an item, the back page of the Action Form should be completed by the Curriculum Committee Chair/Secretary.
2. The completed Action Form (front & back) will then be sent:
* To the Vice Chancellor of Academic Affairs for approval
1. The Vice Chancellor of Academic Affairs will determine if there is a need for the item to be presented to ADHE for either approval or notification.
2. Once the appropriate action has been taken by ADHE (or no action) the Vice Chancellor of Academic Affairs will request his Administrative Assistant to distribute the final approved changes to the following:
* Catalog
* Webpage
* Dean of the appropriate school
* Degree Check Sheet Editor



 **ASUMH Curriculum Committee**

 **Action Form**

|  |  |  |
| --- | --- | --- |
| **Date Submitted:** | **Proposed By:** | **School:** |

|  |  |  |
| --- | --- | --- |
| **Action Requested:** |  |  |
| New Program | Approval |[ ]  OR |  | Notification  |[ ]
| Core Curriculum Change | Approval |[ ]   |  | Notification |[ ]
| New Courses | Approval |[ ]   |  | Notification |[ ]
| Course Description Change | Approval |[ ]   |  | Notification |[ ]
| Degree Plan Change | Approval |[ ]   |  | Notification |[ ]
| Other | Approval |[ ]   |  | Notification |[ ]

**Description of Proposal:** (Please attach supporting documentation if available)

**Approvals:**

|  |  |
| --- | --- |
| Program Director:  | Date: |
| Dean: | Date:  |

**Curriculum Committee Action: Date:**

 Approval [ ] Denial [ ] Need More Information [ ]



This form is to be used by the Academic Affairs Office to communicate curriculum changes which have completed the approval process. (Curriculum Committee, ADHE, HLC etc.)

1. **CREATION OF NEW COURSE \_\_\_\_ ADDING COURSE TO EXISTING DEGREE/CERTIFICATE \_\_\_\_**

 **DELETION OF COURSE FROM EXISTING DEGREE/CERTIFICATE \_\_\_\_**

|  |
| --- |
| Subject Prefix:  |
| Course Number:  |
| Semester Credit Hours:  |
| Course Title:  |
| Degree(s) Affected:  |
| What Date Should This ChangeBecome Effective? |

1. **Adding A NEW DEGREE EMPHASIS AREA, CP, TC, OR DEGREE**

(Please attach details of the new degree emphasis, CP, TC or degree to this document)

|  |
| --- |
| Name of new or existing degree and emphasis area: CIP Code: |
| Name of new CP: Degree Code: |
| Name of new CP:  |
| Name of new degree:  |
| What date should this changebecome effective? |

1. **CHANGE IN EXISTING COURSE**

|  |  |
| --- | --- |
| **From this:** | **To This: (complete only those categories being changed**) |
| Subject Prefix: | Subject Prefix: |
| Course Number: | Course Number: |
| Semester Credit Hours | Semester Credit Hours |
| Course Title: | Course Title |
| Degree(s) Affected: | Degree(s) Affected: |
|  | What date should this change become effective: |

PLEASE ATTACH A CURRENT DEGREE AND/OR CERTIFICATE CHECK SHEET WITH EDITS INDICATING CHANGES REQUESTED BY THIS FORM.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Chancellor of Academic Affairs/Date

ADHE or other approving agencies approval date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or NA Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_