Mandate Design Guideline for the CA&S Curriculum Committee

This document is intended to provide some guideline for the sort of information that should be include in a mandate which will be reviewed by the CA&S Curriculum Committee. Such a review will include an assessment of the rationale for the proposed program, its academic quality and the probable viability of the program. It is acknowledged that it is unlikely that one design will best suit all curriculum proposals. However, the following items should be addressed so as to expedite an effective and informed review of the proposal.

1. Rationale for the Mandate: Please provide a general description of the new program (major, minor, certificate, institute etc.) including:
   a. a statement of goals and objectives;
   b. evidence of the need or demand for the proposed program;
   c. any planning documents that support this proposal (e.g., Plan 2020; Middle States, External review report; departmental plan, etc.).
2. Description of the Proposed Curriculum
   Provide a listing of all required or elective courses and address the following issues;
   d. What will be the typical rotation of offerings? †What is the "model program" for a student in this program (sequencing, capstone, internship, etc.)? Identify all prerequisites and other specific course sequences in the model program.
   e. Identify and distinguish both extant courses and those yet to be developed but needed for the program.
      i. For courses that currently exist, please confirm that any expected increase in enrollment for a particular class can be accommodated. It should also be confirmed that such courses are offered on a sufficiently regular basis.
      ii. If courses are to be developed, when will they be developed and how are they to be staffed? Will faculty from other departments need to contribute to the program? †Will any adjunct/visiting faculty be necessary? A timeline for the development and implementation of these courses is desirable.
   f. What if any is the relationship between this program and existing programs/departments at SJU?
      i. If the proposed program is interdisciplinary in nature, list all faculty members who plan to contribute to the program, either by teaching in it or serving on its advisory board.†
      ii. Please ask relevant department chairs to submit those portions of the minutes of their departmental meetings that confirm the department's commitment to the program. Absent such material, please ask the relevant department chairs to indicate when the department will confirm its contribution to this program.
3. Provide sample curricula for comparison if similar programs exist at other institutions (e.g. ABFC's comparison list, AJCU).
4. Consider how the proposed program of study relates to the requirements of the

GEP. In particular, please consider the following issues:
   g. Will students in the program be able to adequately complete the GEP?
   h. Is the ILC component of the program both reasonable and viable relative to other college programs?
   i. Will courses in the program fill GEP requirements that may be met by courses in other departments/programs?
   j. Will there be courses in the program that broaden GEP offerings in terms of Globalization/Diversity/Non-Western, etc. requirements

5. Please provide some general information pertaining to the budget of the proposed program. Is the proposed program realistic in the current context of the University? If possible, provide evidence of any administrative approval of the budget from the Dean's office.