



PROPOSAL FOR THE RESTRUCTURING OF AN ACADEMIC PROGRAM

Submitted by

Name of College

Name of Department / Academic Unit

Date of Approval of
Program Restructuring Intent

Date of Proposal Submission

THE CURRENT ACADEMIC PROGRAM IS LEADING TO THE DEGREE OF:

Title of Degree as on Diploma

Title of Major

With Concentrations In (if applicable):

Subject Code

Formal Degree Abbreviation

Proposed Date of Implementation of Restructured Program

SUMMARY

Change in Program Title: Yes No

Current Title: _____

New Proposed Title: _____

Change in Degree Title: Yes No

Current Degree Title: _____

Proposed Degree Title: _____

Change in Major Title: Yes No

Current Major Title: _____

Proposed Major Title: _____

Change of Minor: Yes No , Concentrations: Yes No

Curriculum Structure:

Curriculum Component	Current Structure		Proposed New Structure	
	Number of Courses	Total Number of Credit Hours	Number of Courses	Total Number of Credit Hours
General Education Requirements: (Core Curriculum Courses)				
Required Courses in Major				
Elective Courses in Major				
Concentration				
Minor				
Free Electives (if Applicable)				
Others: _____				
Total:				

Number of New Courses: _____ Number of Courses to be Deleted: _____

Number of Existing Courses Requiring Minor Changes / Major Changes: _____ / _____

Proposed Date of Implementation of Restructured Program: _____

Student Enrolment and Graduation Data for the Past Five Years:

	Year (Current - 4)	Year (Current - 3)	Year (Current - 2)	Year (Current - 1)	Year (Current)
Full Time Students					
Part Time Students					
Total Student FTE *					
Graduates					

Estimated New Costs Generated by Program Restructuring:

Cost Item	Year 1	Year 2	Year 3	Year 4	Year 5
One-Time Non-Recurrent Costs					
Personnel Costs					
Operational Costs					
Others: _____					
Total:					

Accrediting Organization (if applicable): _____

Target Date for Accreditation (if applicable): _____

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8. Financial Impact of the Restructuring	X
8.1. Financial Benefits	X
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Abstract

(Must be limited to one page or less)

<< Briefly describe the proposed change and its proposed date of implementation. Provide a clear and concise statement of the nature and purpose of the change and briefly discuss the rationale for the change including a brief indication of the need for such change. Briefly describe how the restructured program better contributes to the university mission and goals. Briefly describe faculty and program stakeholder's involvement in the restructuring proposal and describe the impact of the change on students and faculty. Briefly identify new resources needed to support this change initiative with an estimation of the financial costs. >>

1. Background Information About Current Program

<< Briefly describe and introduce the current program and provide a brief overview of the process followed in developing this program restructuring proposal as well as the people involved in the development and reviewing of this document. >>

1.1. General Information

<< Program Title >>

<< Title of the Major and Concentrations if any >>

<< Name of Department hosting the program >>

<< Name of College hosting the program >>

<< Contact Person details >>

1.2. Student Body

<< Briefly describe the student population currently enrolled in the program and the primary source of these students - e.g. high schools, transfer from other programs within the university, currently employed professionals, people preparing to re-enter the job market, etc. >>

1.3. Program History

<< Indicate the year the program was first implemented and briefly summarize major program changes since its implementation. >>

1.4. Program Organizational and Administrative Structure

<< Briefly describe the current organizational and administrative structure of the program using text and organization charts. >>

1.5. Program Operational Objectives

<< List the current program operational objectives and the associated key performance indicators with the specific targets that are used in evaluating the program success. >>

1.6. Relation to University Mission and Strategic Plan

<< Briefly describe how the current program contributes to the university mission and how it maps and relates to the university strategic plan. Provide a mapping of the program operational objectives and key performance indicators to the specific objectives and key performance indicators of the key performance areas as defined in the university strategic plan. >>

2. Current Program Specifications

<< Briefly describe the current program specifications including the program mission, educational objectives, and learning outcomes. >>

2.1. Mission

<< State the current Program mission. >>

2.2. Educational Objectives

<< List the current Program Educational Objectives >>

2.3. Learning Outcomes

<< List the Student Learning Outcomes for the current program >>

2.4. Delivery Mode

<< Describe the current program delivery mode >>

3. Rationale for Program Restructuring

<< Briefly summarize the rationale for the program restructuring and provide a description of the approach and methodology used in defining the rationale for the restructuring. >>

3.1. General Needs for Program Restructuring

<< The general needs for restructuring the current program should address but not limited to the following:

- University needs: Briefly describe how the new restructured program will better contribute to the university mission and goals and how it will better academically complement and support other existing programs and/or advance the study of the subject area.*
- Market needs: Provide evidence of employers' need for graduates with different or better skills and abilities that are not currently offered to the full satisfaction of employers by the current program. Briefly describe how the restructured program will provide for such needs.*
- Efficiency: if applicable, briefly describe how the structured program will provide for better efficiency in the teaching, research, and/or community service mission of the university.*
- Subject area needs: Briefly describe new development and trends in the subject area that justify the restructuring of the program.*
- Accreditation needs: If applicable, briefly describe the accreditation standards that justify program restructuring.*

>>

3.2. Needs Based on Learning Outcomes Assessment

<< Briefly summarize the learning outcome assessment results and findings and discuss how they affected the program restructuring proposal. >>

3.3. Needs based on the Evaluation of Program Operational Objectives

<< Briefly summarize the evaluation results for the achievement of the program stated operational objectives and associated key performance indicators as listed in section 1.5. >>

3.4. Data From Office of Institutional Planning and Development

<< Data from the office of institutional planning and development should include but not limited to the following:

- Student enrollment and graduation trends for the past five years.*
- Transfer Students into and out of the program for the last five years.*

- *Employment history of graduated from the program for the past five years or last 25 graduates, whichever is smaller.*

Tables 3.4.1 – 3.4.3 might be used to record required data.

Table 3.4.1 *Enrollment Trends for Past Five Academic Years*

	Year (Current - 4)	Year (Current - 3)	Year (Current - 2)	Year (Current - 1)	Year (Current)
Full-time Students					
Part-time Students					
Student FTE*					
Graduates					

* FTE = Full-Time Equivalent

Table 3.4.2 *Transfer Students for Past Five Academic Years*

Year	Number of Student Transfer into the Program	Number of Student Transfer out of the program
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		

Table 3.4.3 *Program Graduates*

(For Past Five Years or last 25 graduates, whichever is smaller)

	Year Matriculated	Year Graduated	Certification / Licensure (If Applicable)	Initial or Current Employment / Job Title / Other Placement
1				
2				
3				
...				
25				

>>

3.5. Overall Analysis of Current Program

<< *Briefly analyze the current program and identify its shortcomings and weaknesses. Briefly compare the current program with top regional and/or international programs in the discipline.* >>

4. Program Restructuring Details

<< Present the purpose, goals, and specific objectives of the proposed program restructuring. Show how the proposed restructuring is consistent with the university mission and goals and is inline with the university strategic plan.

Provide in the following subsections detailed description of changes in the program required by the program restructuring proposal. Add other sub-sections as needed to fully describe all changes required by the program restructuring proposal. >>

4.1. Changes in Program General Information

<< Provide detailed description of proposed changes in:

- Program Title*
- Title of the Major, minor(s), and Concentration(s) if any*
- Name of Department hosting the program*
- Name of College hosting the program*

>>

4.2. Changes in the Program Organizational and Administrative Structure

<< Provide detailed description of proposed changes in the program organizational and administrative structure. >>

4.3. Changes in Program Specifications

<< Provide detailed description of proposed changes in:

- Program Mission*
- Educational Objectives*
- Learning Outcomes*
- Program Delivery Mode*

>>

4.4. Changes in Admission and Graduation Requirements

<< Provide detailed description and rationale for proposed changes in the program admission and graduation requirements. >>

4.5. Changes in Program Length

<< Provide detailed description and rationale for proposed changes in the program length including a comparison with top regional and international programs in the discipline. >>

4.6. Changes in Program Curricula

<< Briefly describe the process used in defining curriculum related changes and provide evidence that faculty and other groups were involved in the curriculum restructuring process. Identify faculty and other groups that were involved in reviewing and approving the proposed changes in the program curricula. >>

4.6.1. Changes in Curriculum Structure

<< Provide detailed description and rationale for proposed changes in the curriculum structure including changes in minors and concentrations. Clearly indicate whether new major, minors, or concentrations are proposed and provide relevant details. In addition to the narrative part, Table 4.6.1.1 can be used to record required information.

Table 4.6.1.1 Changes in Curriculum Structure

Curriculum Component	Current Structure		Proposed New Structure	
	Number of Courses	Total Number of Credit Hours	Number of Courses	Total Number of Credit Hours
General Education Requirements: (Core Curriculum Courses)				
Required Courses in Major				
Elective Courses in Major				
Concentration				
Minor				
Free Electives (if Applicable)				
Others: _____				
Total:				

>>

4.6.2. Changes in Courses

<< Provide detailed description and rationale for proposed changes in the program courses including addition of new courses, deletion of existing courses, and changes to existing courses. In addition to the narrative part, Tables 4.6.2.1 to 4.6.2.4 can be used to record required information. Master course Syllabus for all courses in the restructured curriculum should be added in Appendix A using proposed format. >>

Table 4.6.2.1 List of Existing Required Courses in Major

Current Course Id.	Current Course Title	Current Nb. of Credit Hours	Current Nb. of Contact Hours		Current Prerequisites/ Co-Requisites	Type of Change (Update / Delete)	List and Details of Proposed Changes
			Theo.	Lab.			

Table 4.6.2.2 List of New Required Courses in Major

New Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites
			Theo.	Lab.		

Table 4.6.2.10 *List of New Courses in Existing Minor (if Applicable)*

New Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites
			Theo.	Lab.		

Table 4.6.2.11 *List of Existing Courses in New Minor (if Applicable)*

Current Course Id.	Current Course Title	Current Nb. of Credit Hours	Current Nb. of Contact Hours		Current Prerequisites/ Co-Requisites	Type of Change (Update / Delete)	List and Details of Proposed Changes
			Theo.	Lab.			

Table 4.6.2.12 *List of New Courses in New Minor (if Applicable)*

New Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites
			Theo.	Lab.		

Table 4.6.2.13 *List of Free Elective Courses (if Applicable)*

Course Id.	Course Title	Nb. Credit Hours	Nb. Contact Hours		Prerequisites	Co-Requisites	New Course (Yes/ No)
			Theo.	Lab.			

4.6.3. Changes in Course Mapping to Learning Outcomes

<< Provide a matrix showing current mapping of current courses to learning outcomes and another matrix showing the new proposed mapping of courses in the restructured curricula to the revised learning outcomes as defined in section 4.3 of this document. In addition to the narrative part, use Tables 4.6.3.1 and 4.6.3.2 to record the above required information.

Table 4.6.3.1 *Current Mapping of Current Courses to Current Learning Outcomes*

Courses		SLOs	SLO 1	SLO 2	SLO 3	SLO 4	SLO 5	SLO 6	...
Major Required Courses									
Course #	Course Title				X		X		
Course #	Course Title								
...									
Major Elective Courses									
Course #	Course Title								
Course #	Course Title								
...									

Table 4.6.3.2 Mapping of Courses in Restructured Curricula to Revised Learning Outcomes

Courses \ SLOs		New SLO 1	New SLO 2	New SLO 3	New SLO 4	New SLO 5	New SLO 6	...
Major Required Courses								
Course #	Course Title			X		X		
Course #	Course Title							
...								
Major Elective Courses								
Course #	Course Title							
Course #	Course Title							
...								

>>

4.6.4. Changes in the Course Pre-Requisite Structure

<< Provide a course matrix or flowchart showing the current sequence of courses in the curricula. Discuss the proposed restructured sequence of courses and provide a course matrix or flowchart for the new restructured curriculum. Discuss how the proposed restructured sequencing ensures:

- Increasing complexity in: (1) the understanding of theories, principles, and practices; (2) the levels of analysis and development skills; and (3) the application of theories and principles within the curriculum; and
- Coherence and linkage between courses. >>

4.6.5. Changes in the Study Plan

<< Provide a sample semester-by-semester sequence of courses a student enrolled in the current program might take. Table 4.6.5.1 can be used to show the study plan for the current program.

Provide a sample semester-by-semester sequence of courses a student enrolled in the restructured program might take. Table 4.6.5.2 can be used to show the study plan for the restructured program.

Table 4.6.5.1 Study Plan for the Current Program

FIRST YEAR ([] credit hours)			SECOND YEAR ([] credit hours)		
Fall Semester			Fall Semester		
Course #	Course Title	Cr Hrs	Course #	Course Title	Cr Hrs
Total Credit Hours in Semester []			Total Credit Hours in Semester []		
Spring Semester			Spring Semester		
Course #	Course Title	Cr Hrs	Course #	Course Title	Cr Hrs
Total Credit Hours in Semester []			Total Credit Hours in Semester []		
THIRD YEAR ([] credit hours)			FOURTH YEAR ([] credit hours)		
Fall Semester			Fall Semester		
Course #	Course Title	Cr Hrs	Course #	Course Title	Cr Hrs
Total Credit Hours in Semester []			Total Credit Hours in Semester []		
Spring Semester			Spring Semester		
Course #	Course Title	Cr Hrs	Course #	Course Title	Cr Hrs
Total Credit Hours in Semester []			Total Credit Hours in Semester []		

Table 4.6.5.2 Proposed Study Plan for the Restructured Program

FIRST YEAR ([] credit hours)				SECOND YEAR ([] credit hours)			
Fall Semester				Fall Semester			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester []				Total Credit Hours in Semester []			
Spring Semester				Spring Semester			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester []				Total Credit Hours in Semester []			
THIRD YEAR ([] credit hours)				FOURTH YEAR ([] credit hours)			
Fall Semester				Fall Semester			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester []				Total Credit Hours in Semester []			
Spring Semester				Spring Semester			
Course #	Course Title	Cr Hrs	New?	Course #	Course Title	Cr Hrs	New?
Total Credit Hours in Semester []				Total Credit Hours in Semester []			

>>

5. Implementation Plans

5.1. Implementation Highlights

5.2. Implementation Timeline

6. Impact of the Proposed Program Restructuring

6.1. Impact on Students

6.2. Impact on Faculty

6.3. Impact on Library Resources

6.4. Impact on Physical Resources

6.5. Impact on Assessment and Evaluation

6.6. Impact on Other Programs Offered Within the University

7. Plans for Resolving Issues and Minimizing Impact

7.1. Restructured Program Implementation Plans

7.2. Student Transition Plans

7.3. Faculty and Academic Staff Transition Plans

7.4. Faculty Development Plans

7.5. Assessment and Evaluation Plans

7.6. Arrangements with Other Related Programs

8. Financial Impact of the Change

8.1. Financial Benefits

8.2. Cost Analysis

Appendix A
Course Master Syllabus

Course Number:

Course Title:

Number of Credit Hours:

Number of Contact Hours:

Required or Elective:

Catalog Description: -----

Course Prerequisites: - -----

Course Co-requisites: - -----

Textbooks(s): -----

References: - -----

Course Objectives: - -----

Course Learning Outcomes: *CO-Id:* -----

<i>Relationship of Course Outcomes to Program Level Student Learning Outcome(s):</i>	<u><i>Course Outcome CO-Id</i></u>	<u><i>Student Learning Outcome(s) SLO_Id, SLO_Id, ...</i></u>
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

Principal *Topic* *[Number of 50-minute Classes]*

- Topics Covered:*
1. ---- []
 2. ---- []
 3. ---- []
 4. ---- []
 5. ---- []
 6. ---- []
 7. ---- []
 8. ---- []

Preparer of this Syllabus

Date of Preparation
