**ONLY FOR USE OF ACADEMIC UNIT CHANGES**

**REQUEST FOR IMPROVEMENTS OF A DEPARTMENT / SCHOOL**

**Last Updated Aug. 8, 2023**

**NOTE: Changes to Academic Units require that faculty are attached by appointment to the Unit. Any questions should be directed to Curriculum Manager Lisa DeChano-Cook at 7-3442 or** [**lisa.dechano@wmich.edu**](mailto:lisa.dechano@wmich.edu)

**DEPARTMENT / SCHOOL:**       **COLLEGE:**

**PROPOSED EFFECTIVE FALL YEAR:**

**PROPOSED IMPROVEMENTS:**

Establishing a new Academic Unit **Proposed new title:**

Elimination of existing Academic Unit **Existing title:**

Renaming of an Academic Unit **Existing title:**       **Proposed new title:**

Transferring of a **Program** **Program to be transferred:**       **Proposed new College / Unit:**

Merging of an Academic Unit **Proposed Units to be merged:**

Transferring of an Academic Unit **Proposed College / Unit to be transferred to:**

Other (explain\*) **\* Other:**

|  |  |
| --- | --- |
| **Chair, Department Curriculum Committee (if one exists):** | **Date** |

**CHECKLIST FOR DEPARTMENT CHAIRS/DIRECTORS**

For new Academic Units and other changes that have resource implications, the dean has been consulted.

When appropriate, letters of support from Academic Unit faculty are attached.

When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.

The proposal has been reviewed by HIGE for possible implications for international student enrollment.

The proposal is consistent with the departmental assessment plan.

Detailed resource plan is attached where appropriate.

All questions attached have been completed and supporting documents are attached.

The proposal is written and complete as outlined in the Faculty Senate guidelines of the Organizational Changes of Academic Units.

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| --- | --- |
| **Chair/Director:** | **Date** |

**CHECKLIST FOR COLLEGE CURRICULUM COMMITTEE**

The academic quality of the proposal and the faculty involved has been reviewed.

Detailed resource plan is attached where appropriate.

The proposal has been reviewed for effect on students transferring from Michigan community colleges. Detailed information on transfer articulation must be included with undergraduate proposals.

Consistency between the proposal and the College and department assessment plans has been confirmed.

Consistency between the proposal and the College and department strategic plans has been confirmed.

All questions attached have been completed and supporting documents are attached.

The proposal is written and complete as outlined in the Faculty Senate guidelines of the Organizational Changes of Academic Units.

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| --- | --- |
| **Chair, College Curriculum Committee:** | **Date** |

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**Last Updated Aug. 8, 2023**

**CHECKLIST FOR COLLEGE DEANS**

For new Academic Units and proposed deletions, the provost has been consulted.

When appropriate, letters of support from other college deans, whose programs/courses may be affected by the change, are attached.

The proposal has been reviewed for implications for accreditation, certification, or licensure.

Detailed resource plan is attached where appropriate.

All questions attached have been completed and supporting documents are attached.

The proposal is written and complete as outlined in the Faculty Senate guidelines of the Organizational Changes of Academic Units.

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| --- | --- |
| **Dean:** | **Date** |

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| --- | --- | --- | --- |
| **PROPOSALS REQUIRE REVIEW BY:** | | | |
| Return to Dean  Forward to: | Curriculum Manager: | Date: |
| Approve  Disapprove | Graduate College Dean: | Date: |
| Approve  Disapprove | Faculty Senate President: | Date |
|  |  |  |
| Approve  Disapprove | \*needs review by  Provost: | Date |

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**REQUEST FOR IMPROVEMENTS OF A DEPARTMENT / SCHOOL**

**Last Updated Aug. 8, 2023**

1. Explain briefly and clearly the proposed improvement:

1. Rationale. Give your reason(s) for the proposed improvement.

1. Effect on other colleges, departments, or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.

1. Alignment with college’s strategic plan, mission, and vision.

1. Effects on enrolled students: Are program conflicts avoided? Will your proposal make it easier or harder for students to meet graduation requirements?

1. Student or external market demand. What is your anticipated student audience? What evidence of student or market demand or need exists? What is the estimated enrollment? What other factors make your proposal beneficial to students?

1. Effects on resources. Explain how your proposal would affect college and University resources, including faculty, equipment, space, technology, and library holdings. If proposing a new program, tell how you will staff additions for the Unit. If more advising will be needed, how will you provide for it? What will be the initial one-time costs and the ongoing base-funding costs for the Unit? (Attach additional pages, as necessary.)

1. Describe how this change is a response to assessment outcomes that are part of a department or college assessment plan or informal assessment activities.