
TOHONO O'ODHAM KEKEL COLLEGE

TO: FACULTY, HIMDAG COMMITTEE, ADMINISTRATION, & BOARD OF TRUSTEES
FROM:
SUBJECT: NEW PROGRAM OF STUDY (DEGREE/CERTIFICATE)
DATE:
CC: DEAN OF ACADEMICS

1. Name of Initiator(s):
2. Name of proposed degree or certificate: (indicate whether AA, AS, AAS, etc.)
3. Description of proposed degree or certificate.
4. Statement of purpose for the new program or certificate.
5. List three to six Program Level Outcomes for the proposed degree or certificate and describe how each of those outcomes can be measured. (complete curriculum map in Attachment B)
6. Describe how the proposed degree or certificate aligns with the College's Mission and Vision.
7. Describe how the proposed program supports the O'odham Himdag.
8. Describe how the proposed program addresses employment needs of students.
9. (Section I. General Education). If a degree, which AGEC will be used? If certificate which general education classes will be used? (note: THO 101 and HIS 122 must be included in all degrees and certificates as part of general education).
10. What are the core class requirements (Section II)? (Please include as attachment of course descriptions with learning outcomes for each course.)
11. (Section III) How many electives will be allowed for this degree and what are the boundaries for selecting electives (ex. Degree in education may require that all elective be an EDU class)?

Using answers to questions 7, 8, and 9 complete the Program of Study in Attachment A

12. If this is a degree and the degree exceeds 60 credits, what is the justification?

13. How will the proposed degree or certificate link to other degrees or certificates in the area of concentration? What degree of overlap will there be? What kind of student interest is expected in terms of student numbers and how did you arrive at that estimate?

14. What instructional staff will this program require? (Will the College have to hire additional persons, provide more logistical support, or other resources?)

ATTACHMENT A: Program of Study

Rows may need adjusted depending on number of required courses or whether the proposal is for a certificate or Associates Degree. **Red indicates that it is required for all TOCC curriculum.**

	General Education Category	Course Requirement	Credits Required
General Education	Tohono O’odham Himdag	HIS 122 Tohono O’odham History and Culture (C)	3
		THO 101 Elementary Tohono O’odham or THO 106 Conversational Tohono O’odham I	4
	English Composition		
	Mathematics		
	Humanities and Fine Arts		
	Social and Behavioral Sciences		
	Two Lab-loaded Science Course		
	Total General Education Credits		
Core Requirements	Core Courses		
	Total Core Credits		
Electives			
	Total Credits for Elective		
	Total Credits for Degree		

ATTACHMENT B: Curriculum Map

For all outcomes, mark which required courses within the program fulfill those outcomes. Not all courses need to fulfill every outcome. Use the example below to fill out the table.

EXAMPLE		Required Courses					
Outcomes		ANRxxx – Crop Production	ANRxxx – Computer Applications in Agriculture	ANRxxx – Intro to Natural Resources	ANRxxx – Hydrology	ANRxxx – Wildlife Conservation	ANRxxx – Biology
1	Internet proficiency						
2	Self-sufficient food production	I, R, A					
3	Natural resource scientific concepts					R	
4	Written communication					A	
5	Biological concepts	I				R	A

		REQUIRED COURSES					
OUTCOMES							
1							
2							
3							
4							
5							
6							

Key:

I = Introduce (Themes that relate to an outcome are introduced)

R = Reinforce (Themes that relate to an outcome are reinforced. Students will have already become familiar with the theme.)

A = Assess (A course-embedded assessment is included in the syllabus to assess overall student achievement.)

Submission of Curriculum

1. Responsible Faculty/Staff Name

2. Other Individuals involved in Curriculum development?

3. Curriculum falls under which division?

- Education Division
 Sustainability Division

4. What type of curriculum request?

- New Program
 New Course
 Program Modification
 Course Modification

5. Name of Curriculum Request

6. Briefly describe curriculum request.

7. Submit curriculum request

Choose File

Choose File

No file chosen

1. Curriculum Committee Chair Name

2. Date of Review

Date / Time

Date



3. Which Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Title of Curriculum Request

5. Results of Review

- Curriculum was approved with no recommendations.
- Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit clean copy of curriculum without track changes)
- Curriculum was denied by the curriculum committee. (Answer question 6)
- Other (please specify)

6. If curriculum was denied by curriculum committee, please provide reason?

7. Curriculum Committee consensus results.

	1	2	3	4	5	6	7	8	9	10	11	12
Number of members who voted "Yes"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who voted "No"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who "abstained"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Upload clean copy of curriculum

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Himdag Committee Review

1. Himdag Committe Chair or representative Name

2. Date of Review

Date / Time

Date

3. Which Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Title of Curriculum Request

5. Results of Review

- Curriculum was approved with no recommendations.
- Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit clean copy of curriculum without track changes)
- Curriculum was denied by the Himdag committee. (Answer question 6)
- Other (please specify)

6. If curriculum was denied by Himdag committee, please provide reason?

7. Himdag Committee consensus results.

	1	2	3	4	5	6	7	8	9	10	11	12
Number of members who voted "Yes"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who voted "No"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who "abstained"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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TOCC Leadership/Administrative Review

1. Dean of Academics or Dean of Sustainability

2. Date of Review

Date / Time

Date

3. Which Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Title of Curriculum Request

5. Results of Review

- Curriculum was approved with no recommendations.
- Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit clean copy of curriculum without track changes)
- Curriculum was denied. (Answer question 6)
- Other (please specify)

6. If curriculum was denied , please provide reason?

7. Consensus results.

	1	2	3	4	5	6	7	8	9	10	11	12
Number of members who voted "Yes"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who voted "No"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of members who "abstained"	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

8. Upload clean copy of curriculum

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Approved Curriculum

To be completed by Dean of Academics, Dean of Sustainability, or Academic Coordinator.

1. Name of Curriculum

2. Date of final approval

Date / Time

Date

3. Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Approving bodies (Mark all bodies that have approved the curriculum)

- Education Division or Sustainability Division (Dean's Office)
- Faculty Representatives via the Faculty Senate Curriculum Committee
- Himdag Committee
- Leadership/Administration
- TOCC President's Office
- (If applicable) Board of Trustees

5. Curriculum has been updated in the following systems

- Jenzabar
- Official TOCC catalog
- TOCC website

6. Upload finalized clean copy of curriculum

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