Tohono O'odham Community College
Curriculum Change Form for proposed degree or certificate programs


**Curriculum Change Form for proposed degree or certificate programs**

1. Name of Initiator(s):

2. Name of proposed degree or certificate: (indicate whether AA, AS, AAS, etc.)

3. Statement of purpose for the new program or certificate:

4. Describe how the proposed degree or certificate aligns with the College's Mission and Vision.

5. Describe how the proposed program supports the O'odham Himdag.

6. Describe how the proposed program addresses employment needs of students.

7. 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?

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

9. List three to six Program Level Outcomes for the proposed degree or certificate and describe how each of those outcomes can be measured.

10. Provide a Curriculum Map that shows in which courses the program level outcomes will be Introduced, Reinforced, and Assessed

11. Summary of actions taken

a) Date submitted to Academic Dean and Curriculum Committee Chair by Initiator:

b) If returned to initiator by Dean/Curriculum Chair, indicate date returned:

c) If sent back to Dean/Curriculum Chair per bullet above, indicate date:

d) Date and result of Curriculum Council Vote:

e) Date submitted to President by Dean:

f) Date and outcome of review by administration:

g) Date and outcome of review by Board of Trustees:

h) Date returned by President to Curriculum Chair and Dean:

Tohono O'odham Community College
Curriculum Change Form for proposed degree or certificate programs

## 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 Committe Chair Name

## 2. Date of Review

Date / Time

Date

MM/DD/YYYY

## 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" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Number of members who voted "No" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Number of members who "abstained" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |

8. Upload clean copy of curriculum

Choose File    Choose File    No file chosen

# Himdag Committee Review

1. Himdag Committe Chair or representative Name

[                                    ]

2. Date of Review

Date / Time

**Date**

[ MM/DD/YYYY ]  [  ]

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" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Number of members who voted "No" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Number of members who "abstained" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |

8. Upload clean copy of curriculum

**Choose File**   **Choose File**   No file chosen

## TOCC Leadership/Administrative Review

1. Dean of Academics or Dean of Sustainability

2. Date of Review

Date / Time

Date

MM/DD/YYYY

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" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Number of members who voted "No" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Number of members who "abstained" | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |

Other (please specify)

8. Upload clean copy of curriculum

Choose File    Choose File    No file chosen

## 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

[ MM/DD/YYYY ]  [    ]

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

[ Choose File ]  [ Choose File ]   No file chosen