GUIDE FOR DEVELOPMENT AND/OR CHANGE OF CREDIT COURSES OR PROGRAMS

A. Addition of new courses (transfer-career)

1. What are the reasons for addition of the course/program? Please document.

2. Name, number, and credit for the course.

3. What is the relationship of the course to the overall curriculum or program?

4. What are the qualifications needed by the instructor? Do we have such a person on the staff? If not, what is the availability of faculty with the necessary background?

5. a. If the course/program is designed for transfer programs, please document with letters from the colleges and universities in our service area: Adrian, University of Toledo, Eastern, University of Michigan, Wayne State, Michigan State University, etc.

    b. If the course is designed for occupational programs:

        (1) conduct survey of manpower needs; define employing area.
        (2) define occupational clusters.
        (3) recommend advisory committee for appointments.

    c. Develop performance goals and objectives.

6. What are the budgetary implications?

    a. equipment
    b. space
    c. ancillary services, including library, AV acquisitions
    d. class size
    e. potential student enrollment.

7. Are the prerequisites absolutely necessary? Justify.

8. Attach course descriptions and detailed outline. State course objectives in terms of student outcomes.

9. Documentation that proposed course will not be similar in content to existing courses.

10. How have student needs been considered?

11. Has the Registrar reviewed and approved the course prefix and number?

B. Deletion of courses/programs (transfer-career)

1. What are the reasons for the deletion of the course/program? Please document.

2. For occupational courses/programs, has the advisory committee reviewed the recommendation regarding this deletion? Please document.

3. Does this change result in surplus equipment, space, or human resources? Explain.

4. Have student needs been considered in this recommendation? How?

5. What impact will this decision have on other areas of operation?