

Stage 1 - Proposal Development

Dates

Responsibility

Action

Focus on curriculum development in the spring semester

*Academic Unit Leader & Faculty Proposer
CAEP Administrator(s)*

1. For Course Proposals:

- A. Develop Justification
- B. Develop Full Syllabus Template
 - Develop Course Purpose and set of Course Learning Outcomes to be consistent across all times the course is taught
 - Specify if additional aspects of syllabus template also remain consistent
 - Ensure course purpose, course learning outcomes and assignments align
- C. Submit revised Curriculum Map



2. For Plan Proposals (if applicable):

- A. Develop Justification
- B. Revise Program Purpose, Learning Outcomes, and/or Curriculum Map, as *appropriate to the proposal*
 - Ensure the justification clearly describes how the plan's course requirements lead to the achievement of the degree program's purpose and learning outcomes
- C. Submit courses that accompany Plan changes



3. Conduct internal academic unit process for approving curriculum proposals



4. Submit plan proposal form and/or course proposal form and syllabus to Curriculum Associate/ Manager

*FLG: Department/ school curriculum processes
EC: PL, Yavapai, or YCC curriculum processes
CAEP Administrator(s)*

Proposer