Program Modification—TRAD Specialization Only

Specializations are defined as *part of* a program of study; therefore, **adding, revising, or deleting a specialization are all considered modifications to degree PROGRAMS.** Please use ONE FORM PER specialization. Revising a specialization includes in course offerings, learning outcomes, methods of assessment, and/or competencies.

If a program modification includes new courses, **complete the course workflows FIRST** so that these changes are available for import into the program modification proposal.

Pre-existing information about the specialization should *first be imported* from the catalog before modifications are made. See the Curriculog form or Canvas training course for detailed instructions on importing catalog data.

Field Name	Field Description/Help Text
Type of Program	Always select "Program" unless otherwise directed; this field (mandated by software design) is not compatible with Champlain's curriculum structure.
Division	Division that "owns" the course.
Program Name	Give the name of the program first, followed by the degree type. Examples: Ecogastronomy, B.S., Adventure Recreation Minor, Viticulture Certificate. (Please note the necessary comma between degree name and degree type.)
Changes Being Made to Program	Choose one: New Specialization, Modified Specialization, or Eliminating Specialization
Specialization Name	Give the name of the specialization first, followed by "Specialization." Example: Business Analytics Specialization
Type of Specialization	Required or Optional
Summary List of Changes	Provide a point-by-point **list** of proposed changes so that reader attention is directed to the relevant fields in the proposal.
Rationale for Changes	Describe the basis and context for the proposal to help the reader understand how this curriculum supports improved outcomes for students.
Effective Semester	Year and term (fall, spring, summer) when these program changes will go into effect.
Specialization Description	Provide a 1-2 paragraph description that gives both internal and external audiences a sense of the specialization's content area and how it supports the degree program.
Program Learning Outcomes	Outcomes for the DEGREE PROGRAM should be imported from the catalog prior to proposal launch.
Specialization Learning Outcomes	Provide a **numbered** list of the expected learning outcomes for the specialization.
Methods of Assessment	A description (in general terms) of the types of activities, performances or works (or better yet, their defining characteristics) that give students the opportunity to demonstrate that they are meeting the desired program- and College-level learning outcomes.
Landscape	The curriculum landscape, imported from the catalog prior to launch.
Curriculum Map	Map ONLY the specialization courses to the program learning outcomes. Please complete the Curriculum Map form available for download from your Division/School site or the Curriculum Committee space on the Faculty Senate site. Type "file attached" if you choose to upload the document rather than copy and paste the content of the map below.
New Course Proposals Matched to this Program	Please LIST any courses that are concurrently being proposed for this program. Indicate "none" if this proposal refers only to courses already in the catalog.
Library Information Requirements	Originators should list any specific resources needed to support the course. During the Collaboration phase, the Librarian will edit the field to identify currently available resources and plans for additional acquisitions.
Summary of Program Credits	Required and Elective courses - Specializations are comprised of a minimum of 12 credit hours.

PROGRAM MODIFICATION – TRAD SPECIALIZATION ONLY

ORIGINATOR → CURRICULOG LAUNCH

New or eliminated specialization

Modification of specialization

COLLABORATIVE DEVELOPMENT (10-day limit)
Assessment Director
CLT
Division Dean
Library
Originator
Provost
Registrar

COLLABORATIVE DEVELOPMENT (10-day limit)
Division Dean
Originator
Registrar

FYI TO: Marketing

DIVISION VOTE

CURRICULUM COMMITTEE VOTE

FACULTY SENATE VOTE

Modification of specialization

New or eliminated specialization

PROVOST APPROVAL

Eliminated specialization ONLY

New specialization ONLY

PRESIDENT APPROVAL

ADMIN REVIEW

FYI TO:
CC Chair
Division Dean
Originator
Registrar

FYI TO: Marketing