POLICY FOR EPC CURRICULUM APPROVAL
[rev. 06Dec2013]

The Educational Policy Council approves new and revised curricula at the program level, while the Curriculum Development Committee approves new and revised curricula at the course level. (See the EPC Curriculum Approval Grid at <http://albright.edu/academics/Curriculum_Change_Grid_5-5.pdf> for a summary of governance for curriculum changes.) Courses intended solely for a new program should not be submitted to CDC until the program has been approved in principle by EPC. EPC may grant conditional approval to a program prior to approval of courses by CDC but will grant final approval and move the program forward through governance only when CDC has approved the courses required for its completion. Final approval is needed before the program appears in the catalog. (Note that the word “program” is used here generically, meaning “curricular unit” – see the note at the end for definitions of Albright curricular units.) Part I of this document addresses new programs; for revised programs see Part II.

I. FOR NEW PROGRAMS (MAJORS, COMBINED MAJORS, MINORS, OR TRACKS)

1. **Mission.** How does the proposed program relate to the college's mission as a liberal arts institution? How will it strengthen the department (if it is an addition to an existing department)? If it is an interdisciplinary program, how will it strengthen all departments involved?

2. **Curriculum.** Please describe the program and its learning objectives. Provide a list of courses in the program and identify the following: pre-requisites for each; any captured courses; courses which will require approval as new or revised; courses expected to be offered as a general studies requirement. Also please provide course descriptions for all courses.

   2B. Catalog Copy. Please provide as a separate document a program description, curriculum, and course descriptions (including pre-requisites) suitable for publication in the Catalog.

3. **Curriculum Quality.** How do the courses lead to a capstone experience in the program? What features of the program reflect adherence to accepted disciplinary standards for such programs and what features will make it distinct among similar programs? Give specific curricular comparisons. (Consult with the Dean or EPC chair for a current list of Albright comparison schools, to which you may add as needed.)

4. **Interdisciplinary curriculum.** If the proposal is for an interdisciplinary curriculum, what disciplinary perspectives does it include? How will the students be asked to integrate the material and demonstrate an awareness of disciplinary assumptions?

5. **Demand.** How will the program benefit students’ future academic and/or professional needs? What demand for the program exists in the current study body? What demand exists locally, among competitor schools, and nationwide? If proposing a new major or combined major, give a three-to-five-year enrollment estimate that distinguishes between new students and those re-directed from existing programs.
6. **Effects on department.** Who will coordinate this program, and what are the qualifications of current faculty to teach any new courses? Will additional faculty be required? How will the program affect current faculty loads, departmental enrollments, and current course offerings in your department? For interdisciplinary programs, how is staffing from the various departments affected and guaranteed by participation in the program? How often will required courses be offered? (Consult with the Registrar and Enrollment Management as needed.)

7. **Effects on other departments.** If there are courses in the program from other departments or probable overlap in areas of student interest, what consultation have you had with those departments regarding this proposal? How will this program affect their faculty loads, departmental enrollments, and current course offerings?

8. **Resources.** What special library resources, information technology needs, equipment or facilities are required for the program? Are any new financial resources required? Are grants available to start such a program? What additional financial resources are expected in year five of the program?

II. **FOR REVISED PROGRAMS**

Please state the proposed revisions and their rationale in terms of improvement to the program and its marketability for internal and external audiences.

Itemize all changes in program requirements, courses, and pre-requisites (note that individual course changes will require review by the Curriculum Development Committee).

Was an interdisciplinary component added? If so, how will the students be asked to integrate the material and demonstrate an awareness of disciplinary assumptions?

State any impacts on your department’s staffing, scheduling, and resources or any such impacts on other departments.

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**Note on definitions of curriculum:**

- The EPC, the faculty, the Provost, and Board of Trustees approve new majors, interdisciplinary majors, and co- (combined) majors.
- A major typically consists of 12-14 courses in a department with a 400-level senior seminar. A student can graduate with a degree in this major. Captured courses and hidden pre-requisites that add to the length of the program must be minimized.
- An interdisciplinary major has significant coursework in more than one department but otherwise aligns with the major model. Interdisciplinary courses may be included.
• A co-major typically consists of 6-7 courses in a department with a 400-level senior seminar and must be combined with another co-major to graduate.

• A minor consists of 4-5 courses around a common theme; one or more required courses provide coherence. The EPC, the Provost, and the faculty approve new minors.

• A track typically consists of 3-4 courses within a major that provide a particular focus to those pursuing the major. The EPC and Provost approve new tracks.