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| Click here to enter a date. | **Curriculum Form, PA, Part 1** |

**BRCC Faculty Senate Courses & Curricula Committee**

**Curriculum Form for a New Program**

**Part 1: General Information (for Banner and the BRCC Catalog)**

To be completed by a member of the BRCC Faculty proposing the curriculum action.

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| 1. Division: |       |
| 2. Department: |       |
| 3. Faculty Submitter: |       |

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| 4. Program Award Level (check one)\*: |
|[ ]  Associate of Arts (AA) |[ ]  Certificate of Applied Science (CAS) |
|[ ]  Associate of Science (AS) |[ ]  Certificate of Technical Studies (CTS) |
|[ ]  Associate of Applied Science (AAS) |[ ]  Certificate of General Studies (CGS) |
|[ ]  Technical Diploma (TD) |[ ]  Career and Technical Certificate (CTC) |
|  | *\* If the proposed new program is an associate degree or non-degree program with embedded exit point awards, each embedded program must be proposed separately.* |

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| 5. Program Title: |       |

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| 6. CIP code: |       |

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| 7. Total program credit hours: |       |
| Total program contact (clock) hours\*: |       |
| \* *Required for all non-degree programs.* |

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| 8. Indicate the Louisiana Workforce Commission Star Level\* for the program and award level: |
|[ ]  5 Stars |[ ]  4 Stars |[ ]  3 Stars |[ ]  2 Stars |[ ]  1 Star |[ ]  0 Stars |
| \* <https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/1778132/00541942-584f-11e8-b449-12be56b8d5f6/file/CIP-Programs-Crosswalked-to-Star-Ratings-May-2017.pdf> |

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| 9. Proposed Term/Year for Implementation: |       |
|[ ]  Check here if the program is to be added to the BRCC application. |

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| 10. Indicate where the program is to be offered. For example: all locations; Mid City, Acadian site, and/or other specific BRCC location. |
|  | Location(s): |       |

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| 11. Explain the purpose of the program and describe how the need for this program was determined. (Refer to the *Manual for Courses and Curricula* regarding Needs Assessment). |
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| 12. Program description and suggested program of study. *Use the template for the program of study (for the catalog) appropriate for the proposed new program (available on the BRCC website, at* [*https://www.mybrcc.edu/academic\_affairs/academic\_affairs\_files/ccd.php*](https://www.mybrcc.edu/academic_affairs/academic_affairs_files/ccd.php)*) to prepare the program description, admissions requirement(s) (if applicable), graduation requirements, program outcomes, and the proposed semester-by-semester program of study. Note that the description must include a statement regarding whether the program is designed to prepare students to transfer to a four-year institution (to complete a bachelor’s degree) or if the program is considered terminal (prepares students to enter the workforce and/or a higher award level in the discipline is not available in postsecondary institutions).* |

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| 13. The Program Outcomes Assessment Map must be included with the proposal documents. *The proposal will not be reviewed if the map is not included among the proposal documents.* |

**Supplemental Information**

For sections 14-22, read each Supplemental Information item and check the box for **Yes** or **No**. Complete this section before proceeding to [Part 2](#Part2).

If for an item the box for **No** is checked, no additional information about the item is required.

If for an item the box for **Yes** is checked, additional information is required. Next to each box in the **Yes** column is a number in parentheses: this is the number for the section in Part 2 of this form where the additional information is to be entered. Sections in Part 2 may be reached either by scrolling or by holding down the Ctrl key while clicking on the section number.

To return to Part 1 after completing sections in Part 2, simultaneously hold down the Alt key and left arrow keys. When each of the sections in Part 2 has been completed, go to and complete the [Signature Page](#SignaturePage).

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|  | Yes | No |
| 14. Is the content of the program associated with and/or provide an opportunity for students to earn an industry-based certification (IBC)? | [ ]  ([#25](#IBCs26)) |[ ]
| 15. Is the proposed new program required to include General Education courses? | [ ]  ([#26](#genedrequirements27)) | [ ]  |
| 16. Is the addition of this program associated with the adoption of a program developed in the Louisiana Community and Technical College System (LCTCS)? | [ ]  ([#27](#adoptionofLCTCSprogram28)) | [ ]  |
| 17. Will the proposed new program be embedded within an existing program and thus represent an exit point? | [ ]  ([#28](#enbeddedaward)) | [ ]  |
| 18. Is this program designed to prepare students to transfer to a four-year institution? | [ ]  ([#29](#transfer29)) | [ ]  |
| 19. Will this program have an advisory board/committee? | [ ]  ([#30](#advisoryboard30)) | [ ]  |
| 20. For the next three questions, refer to Board of Regents’ Academic Affairs Policy 2.13, <https://regents.la.gov/wp-content/uploads/2018/08/AA-Policy-2.13-Aug2018.pdf>, and view the list of Approved Academic Program Accrediting Agencies, <https://regents.la.gov/wp-content/uploads/2018/11/AA-2-13-Accrediting-Codes-Jul-2018.pdf>.) |  |  |
| a. Does the Board of Regents consider external accreditation for the program *mandatory*? | [ ]  ([#31](#accreditationDOE31)) | [ ]  |
| b. Does the Board of Regents *recommend* external accreditation for the program? | [ ]  ([#31](#accreditationDOE31)) | [ ]  |
| c. Does the Board of Regents consider external accreditation for the program *optional*? | [ ]  ([#31](#accreditationDOE31)) | [ ]  |
| 21. Does the proposed program represent a significant departure from the programs currently approved for BRCC? | [ ]  ([#32](#subchng32)) | [ ]  |
| 22. Is the proposed program (if approved) expected to have an impact on enrollment in one or more currently approved programs? | [ ]  ([#3](#impactonexistingprogram33)3) | [ ]  |

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| 23. Learning Resources and Library Holdings. Informing the Library Director of the proposed new program is vital to ensure students have reference materials and study aids. Along with this form, the Faculty Submitter must provide an acknowledgement from the Library Director that the proposed action and the potential need for student resources has been received. Note that if the proposed new program is an associate degree or a certificate of applied science, the program must be approved by the Board of Regents, which requires a proposal that includes the current library holdings in the program-specific as well as related disciplines. |

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| 24. Communication of proposed action(s) with Faculty members of the sponsoring Department and/or Division. |
|[ ]  A. The proposed action has been discussed with the members of the Department/Division. *Note that this proposal will not be reviewed by Courses and Curricula until the minutes of meetings that included discussion of the proposed actions have been received by the Committee Chair.* |
|[ ]  B. The completed and signed Acknowledgement Form accompanies this document. *Note that the proposal will not be reviewed by the Courses and Curricula Committee until the completed and signed Acknowledgement Form has been received by the Committee Chair.* |

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| Final notes for Part 1:* All new programs **must** be approved by the LCTCS Board of Supervisors. The LCTCS form for New Programs and Curriculum Modifications **must** accompany this form. Contact the Director of Curriculum and Articulation for this form.
* All new associate degrees and certificates of applied science must also be approved by the Board of Regents (because these awards require General Education coursework). The Board of Regents proposal forms are available on the Board of Regents website in the Academic Affairs Policies section.
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End of Part 1. Proceed to Part 2.

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| Click here to enter a date. | **Curriculum Form PA, Part 2** |

**Part 2: Supplemental Questions about the Proposed New Program**

To be addressed when the answer to one or more questions in Part 1 is “Yes”.

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| 25. Industry-Based Certification(s) (IBCs) associated with completion of one or more courses in the proposed program of study. Note that the IBC must be in the [LCTCS Master IBC List](https://www.lctcs.edu/education-training-and-student-affairs). *Provide the LCTCS list, with the IBC highlighted.* |
|  | Date of IBC list: |       |
|  | IBC Description: |       |
|  | Is the IBC awarded upon successful completion of the program? |
|  |[ ]  i. Yes |
|  |[ ]  ii. No - partial but not all requirements are met |
|  |[ ]  iii. No – an exam is required |
|  |[ ]  iv. No – student must request it |

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| 26. General Education Courses: check **A** or **B** and provide the General Education courses required for completion of the program. If a specific course is required, provide the course prefix and number; if a student may take any approved General Education course in one of the required disciplines, enter “Any GenEd course in \_\_\_\_\_\_\_”. |
|[ ]  A. AA, AS, and AAS. List the General Education requirements for the proposed program. |
|  |  | English Composition: |       |
|  |  | Mathematics/Analytical Reasoning: |       |
|  |  | Natural Sciences: |       |
|  |  | Social/Behavior Sciences: |       |
|  |  | Humanities: |       |
|  |  | Fine Arts: |       |
|[ ]  B. CAS. List the General Education requirements for the proposed program. |
|  |  | English Composition: |       |
|  |  | Mathematics/Analytical Reasoning: |       |
|  |  | Natural Sciences, or Social Behavioral Science, or Humanities, or Fine Arts: |       |

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| 27. Adoption of a program of study developed in the Louisiana Community and Technical College System (LCTCS). *Documentation associated with the development and adoption of the program must accompany this proposal.* |
|  | Program Title, award level abbreviation, and CIP code of program to be adopted: |
|  |       |
|  | LCTCS institution that developed the program to be adopted: |
|  |       |

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| 28. Assessment of outcomes for an embedded award. Select and complete **A** or **B** below. |
|[ ]  A. The outcomes for the proposed new program are a subset of the outcomes for the ‘parent’ award in which this program will be embedded. |
|  | Below, list the outcomes for the ‘parent’ award and check the box(es) for the outcomes supported by courses required for completion of the proposed new program. |
|  | [ ]  1.       |
|  | [ ]  2.       |
|  | [ ]  3.       |
|  | [ ]  4.       |
|  | [ ]  5.       |
|  | [ ]  6.       |
|[ ]  B. The outcomes for the proposed new program will not be a subset of the outcomes for the ‘parent’ award. |
|  | i. Provide the rationale for proposing outcomes that differ from those of the ‘parent’ award. |
|  |       |
|  | ii. Describe how students taking the courses required for completion of this program will be identified – in Banner, Degree Works, and/or Canvas – so that the program outcomes may be linked to the learning outcome(s) of the course(s) supporting the proposed new program. |
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| 29. *The Faculty Submitter and Dean who will oversee the program are responsible for pursuing* *articulation agreement(s)/ memoranda of understanding (MOUs) that will facilitate transfer of the courses in the program.* |

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| 30. Advisory board/committee |
|[ ]  A. An advisory board/committee will be formed. *Below, provide the name of the advisory board/committee and indicate if members will include BRCC faculty/staff in the sponsoring Department/Division and/or local stakeholders (please identify local stakeholders, in general).* |
|  |  |       |
|[ ]  B. An advisory board/committee has been formed. Below, provide the name of board/committee and indicate if members include BRCC faculty/staff in the sponsoring Department/Division and/or local stakeholders. |
|  |  |       |
|[ ]  C. An advisory board/committee has been formed and has met. Summarize the board/committee’s recommendation(s) below. *Submit with this document the meeting dates and minutes, and include the names of the members present.* |
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| 31. Program Licensure/Certification/Accreditation. |
|[ ]  A. The Board of Regents considers accreditation of a program in this subject area at the proposed award level to be Choose an item.. |
|[ ]  B. Accreditation will be sought for the proposed new program. |
|  | Name of accrediting agency: |       |
|  | Projected accreditation date (Term and Year): |       |
|  |[ ]  The programmatic accrediting agency is recognized by the [U.S. Department of Education](https://ope.ed.gov/dapip/#/agency-list). A copy of the Department of Education’s database, with the accrediting agency highlighted, must accompany this proposal. |

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| 32. Substantive Change. Review BRCC’s Academic Affairs policy 1-7030, Substantive Change (Appendix D, BRCC Manual for Courses and Curricula, 2023-2024, and the SACSCOC [Substantive Change policy](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf) to determine if the addition of the program to BRCC’s curriculum represents a significant departure from the currently approved programs. Below, select the appropriate determination. *If the proposed action represents a Substantive Change, the Faculty Submitter, Division Dean, Assistant Vice Chancellor for Academics and Workforce, Provost/Vice Chancellor for Workforce and Student Development, SACSCOC Accreditation Liaison, and Chancellor will be required to discuss the program and prepare the necessary documentation for requesting approval by the SACSCOC Board of Trustees.* |
|[ ]  Yes, the addition of the proposed program of study is a Substantive Change. |
|[ ]  No, the addition of the proposed program of study is not a Substantive Change. |

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| 33. Describe the potential impact of the approval of the proposed new program on enrollment in an existing program. |
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**Signature Page, Curriculum Form for a New Program**

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| Date: | Click here to enter a date. |

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| Division: |       |
| Department: |       |
| Faculty Submitter: |       |

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| Program Title: |       |

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| Award Level (abbrev): |       | CIP code: |       |

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| Proposed Term/Year of Implementation: |       |

*In addition to the individuals identified below, signatures are required from Directors of all affected departments: the Acknowledgment Form may be used for this purpose. Approval of the proposed action will be delayed if the appropriate offices/directors have not been notified.*

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|       |  |       |
| **FACULTY SUBMITTER** |  | **DATE** |
|       |  |       |
| **PROGRAM MANAGER** |  | **DATE** |
|       |  |       |
| **DEPARTMENT CHAIR** |  | **DATE** |
|       |  |       |
| **DIVISION DEAN/PROGRAM ADMINISTRATOR** |  | **DATE** |
|       |  |       |
| **SACSCOC ACCREDITATION LIAISON** |  | **DATE** |
|       |  |       |
| **LIBRARY DIRECTOR** |  | **DATE** |
|  |  |       |
| **DIRECTOR OF FINANCIAL AID** |  | **DATE** |
|       |  |       |
| **CURRICULUM CHAIR** |  | **DATE** |
|       |  |       |
| **ASSESSMENT CHAIR** |  | **DATE** |
|       |  |       |
| **PROVOST/VC FOR WORKFORCE AND STUDENT DEVELOPMENT** |  | **DATE** |
|       |  |       |
| **VICE CHANCELLOR FOR FINANCE** |  | **DATE** |