CURRICULUM DEVELOPMENT APPLICATION

New Credit Course: CTE Programs

Consult with the CRC Curriculum Coordinator to obtain *Submission Deadline* and *Effective Date* – Bldg. 9/104G, ext. 5080

Department information		Date of Application:
Originator:	Ext.	Bldg./Office:
Dept. Names:		Dept. Code # (4 digits):
Div. Code # (1 digit):	Org # (6 digits):	Presenter:

New Course Information

Course Title *(Limit to 30 characters)*:	Subject Code (Letters only)**:**

Instructional Hours	Total Credits:	Class Fee: $	☐ DPR Course
Lecture:	Lab:	First term/year to be offered: ☐ Winter 2018 ☐ Spring 2018 ☐ Summer 2018 ☐ Fall 2018			

Term(s) offered to appear in catalog: ☐ Fall   ☐ Winter   ☐ Spring   ☐ Summer   ☐ Offered as needed

Cite evidence of need – limit to 40 words:

To be completed by Program Chair:

☐   *Reviewed and addressed workload, staffing, and budget ramifications for this proposal with department administrator.*

Program Chair Signature and Date:

CTE program areas:
- Program Advisory Committee requested and/or approved to create a new course
- Curriculum Development does not impact and/or duplicate other department/program courses (attach correspondence)
- There is alignment in the course outline between description, PBLOs, and course content
  - Content Elements are identified and reflected in the PBLOs table of the Course Outline (matches content to outcomes)
    (Aids in curriculum application review for those not familiar with the Gen Ed discipline or CTE program are)
- The following information is provided on last page of course outline:
  - Assessment methods (check list)   - Teaching methods *(if DPR designated)*

Application attachments (in the following order):
- Advisory Committee Minutes indicating request or approval to develop a new course; Curriculum Committee reviews and approves end product.
- Course Outline
- Copies of correspondence with other departments or CTE programs that might be affected by course development.
- Difference, Power, and Responsibility Criteria form *(if applicable)*

Dept. Administrator's Name [1]:	**Signature and Date:**
Executive Dean's Name [2]:	**Signature and Date of:**

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[1] E-mail course outline (MS Word) to curriculum@chemeketa.edu

And

[2] Forward signed application and attachments (application packet) to the CRC Curriculum Coordinator in the Teaching and Learning Dept., Bldg. 9/104G