

NWCCU Substantive Change Narrative

1. Provide a brief summary of the change.
2. Name of Program
3. CIP Code
4. Degree Level and Type
5. Will the program be available face to face?
6. Will any portion of the program be available via distance education
7. Will any of the courses required for the degree/certificate be new? Or new to the existing degree/certificate? What is the percentage of credit change? What is the percentage of course content change? NOTE: If greater than 25% this IS a minor substantive change.
8. Provide a clear statement of the nature and purposes of the change in the context of institutional mission and core themes, or institutional objectives.
9. Provide evidence of the date of formal approval by the governing board and by the appropriate governmental agency to offer the proposed existing and/or new program(s) at the proposed site(s). If the institution is located in, or operates in, a state that has only minimal requirements for chartering, but also a higher level of authorization to grant degrees, date and evidence of approval at the higher level is required.
10. Provide descriptive information of the educational offering(s) including credits to completion, courses by title and assigned academic credit granted;
11. Provide descriptive information regarding method of instructional delivery (i.e., type of delivery including percent of face-to-face, hybrid, distance delivery, and/or competency-based);
12. Provide a description of expected student learning outcomes;
13. Provide a description of the assessment plan for student learning outcomes;
 - a. Example: All courses are required to have a specific direct assessment measure for each student learning outcome. The faculty determine a benchmark for success (e.g., 80% of students will achieve a score of 80 or higher). Faculty are expected to track student performance on demonstration of course learning outcomes and report a trend analysis on course learning outcome performance at least once every six years during academic program review. Faculty conduct an analysis of the data collected and determine any curriculum changes and/or actions for improvement.
14. Plans and descriptive materials indicating evidence of need for the change and the student clientele to be served (common resources include EMSI and the BLS Handbook);
15. Describe the procedures used in arriving at the decision to change.
16. Describe the timetable for implementation.
17. Describe capacity of student services to accommodate the change; and implications of the change for services to the rest of the student body;
18. Describe the provision for physical facilities and equipment;
19. Describe adequacy and availability of library and information resources;
20. Provide an analysis of the faculty and staff needed which includes educational and professional experience qualifications of the faculty members relative to their individual teaching assignments; and anticipated sources or plans to secure qualified faculty and staff.
21. Complete the Budget Worksheet