San Joaquin Valley College
Course Improvement Proposal

Approved: Yes ☐ No ☐	
Date: _____	
PR Number: _____	

STANDARD:	Proposed course improvements must support the outcomes of the program and be in alignment with SJVC's Mission Statement and Strategic Plan.
POLICY:	The Proposal form is to be completed in full and submitted with support documentation to the CurriculumImprovements@sjvc.edu <mark>between 60- 90 days prior</mark> to the department's Program Review for peer review and institutional implementation.
PROCESS:	Complete and submit the Course Improvement Proposal to CurriculumImprovements@sjvc.edu. Attendees at Program Review will vote on adoption of the proposal. A corporate curriculum team member will coordinate implementation of approved proposals.
TIMELINE:	Changes may take a minimum of 60 days to implement. Please plan accordingly

Course Improvements include but are not limited to:

- Wording of CLOs
- Changes to common assessment and teaching tools (rubrics, skill-offs, exams, projects, grade items, dropboxes, thresholds)
- Changes of less than 50% to course outline components (course description, CLOs, UOs)
- Grade components

Person Requesting:	
Date:	
Campus(es):	
Program(s):	
Course:	

Section 1: Improvement Information
Describe each proposed change and the reason each will improve the program.

Change	Justification

Section 2: Measurement

- What metrics will be used to evaluate the effectiveness of the proposed changes? (placement, licensure, certification, CLO/PLO achievement, course completion, etc.)
- What is the current status and what is the expected target?

Metric	Current	Target	By When

Section 3: Additional information

Include any additional information that may be helpful with implementing the change. Are there any costs associated with this change? How does this change better support the SLOs (CLOs, PLOs, ILOs)? (Please address specific SLOs in your response).

Section 4: Academic Leadership Input

A statement from the Academic Dean (Campus President if submitted by the Academic Dean) documenting their knowledge and support of the proposed improvement is necessary to process the proposal (separate attachments or emails to the Curriculum Specialist are acceptable).

Section 5: Approval Process

A statement from the Director of Curriculum and Assessment documenting the approval process is necessary to process the proposal. (with consideration from the budget committee and senior management as necessary for changes that warrant increased expense)

Review Date:		Approved: ☐ Disapproved: ☐

San Joaquin Valley College
Course Improvement Proposal

Comments:	

San Joaquin Valley College
Program Improvement Proposal

Approved:	Yes ☐	No ☐

Date: _____

PR Number: _____

STANDARD:	Proposed program revisions must support the outcomes of the program and be in alignment with SJVC's Mission Statement and Strategic Plan.
POLICY:	Program Improvement Proposals are to be completed in full and submitted with support documentation to CurriculumImprovements@sjvc.edu <mark>between 60 - 90 days</mark> prior to the department's Program Review for peer review and institutional determination.
PROCESS:	Complete and submit the Program Improvement Proposal to CurriculumImprovements@sjvc.edu. Attendees at Program Review will vote on adoption of the proposal. A corporate curriculum team member will coordinate implementation of approved proposals. If approved, the proposal is forwarded to Senior Management for their review.
TIMELINE:	Changes may take a minimum of 120 days to implement. Please plan accordingly

Program Improvements include but are not limited to:

- Any change needing approval by an accreditation body
- Program name or course names
- Matrix changes
- Combining, deleting or adding courses

- Clock hour or unit value changes
- Changes to Program Learning Outcomes (PLOs)
- Changes to performance standards (typing tests etc.)

Person Requesting:	
Date:	
Campus(es):	
Program:	

Section 1: Improvement Information
Describe each proposed change and the reason each will improve the program.

Change	Justification

Section 2: Measurement

- What metrics will be used to evaluate the effectiveness of the proposed changes? (Placement, licensure, certification, CLO/PLO achievement, course completion, etc.)

- What is the current status and what is the expected target?

Metric	Current	Target	By When

Section 3: Support Documentation and Data*

3.1 Documentation: includes but is not limited to: Advisory Board minutes or statements from members; statements from Career Services department, extern sites or employers; documentation of programmatic regulations from accreditation associations or new laws and/or legislation; research on current industry trends; course comparison with other institutions

3.2 Student Success Data: includes but is not limited to: CLO, PLO, placement, licensure/certification, retention, enrollment, attendance, course surveys

*Note: Include as an attachment documentation from outside sources and of student success that support the need for the changes

Support List	Explain how the information listed support the proposed changes

Section 4: Alignment With Outcomes

How does this change better support the programs' SLOs (CLOs, PLOs, ILOs)? (Please address specific SLOs in your response).

Section 5: Teach-Out

A "teach-out" is when current students will need to finish their original class schedule while new students will be given the changes – this can create the need for additional classrooms, teachers, or changes to student contracts. See your campus Registrar and supervisor for assistance) (Used for assessing the financial impact of the changes)

This proposal will create a "Teach Out" situation: Yes: ☐   No: ☐

Describe the plan for addressing a teach-out situation:	

Section 6: Impact On Students

Provide a detailed narrative that clearly explains how the proposed changes will impact current student **schedules** and/or **campus experience.**

Section 7: Impact On Faculty

Provide a detailed narrative that clearly explains how the proposed changes will impact any **faculty scheduling** or **qualifications**. Will additional faculty be needed? Will current faculty need training? (Used for assessing the financial impact of the changes)

Section 8: Impact On Resources

Provide a detailed narrative that clearly explains how the proposed changes will require modifications to **current classroom space/facility usage** or require **new/additional equipment**. (Used for assessing the financial impact of the changes)

Section 9: Impact On Programmatic Accreditation

Does your program have an external accrediting body? If so, what is the impact of the programmatic accreditation requirements?

Section 10: Academic Leadership Input

A statement from the Academic Dean (Campus President if submitted by the Academic Dean) documenting their knowledge and support of the proposed improvement is necessary to process the proposal (separate attachments or emails to the Curriculum Specialist are acceptable).

Section 11: Approval Process

A statement from the Director of Curriculum and Assessment documenting the approval process is necessary to process the proposal. (with consideration from the budget committee and senior management as necessary for changes that warrant increased expense)

Review Date:		Approved: ☐ Disapproved: ☐
Comments:		

San Joaquin Valley College
Purchase Proposal

Approved:	Yes ☐　　No ☐
Date:	_____
PR Number:	_____

STANDARD:	New supply and/or equipment purchases must be in alignment with SJVC's Mission Statement and Strategic Plan. They must support the Institutional Learning Outcomes (ILOs), Program Learning Outcomes (PLOs), and show a positive correlation to career placement.
POLICY:	Program Improvement Proposals are to be completed in full and submitted with support documentation to CurriculumImprovements@sjvc.edu between 60 - 90 days prior to the department's Program Review for peer review and institutional determination.
PROCESS:	Complete and submit the Program Improvement Proposal to CurriculumImprovements@sjvc.edu. Attendees at Program Review will vote on adoption of the proposal. A corporate curriculum team member will coordinate implementation of approved proposals. If approved, the proposal is forwarded to Senior Management for their review.
TIMELINE:	Changes may take a minimum of 120 days to implement. Please plan accordingly. Allow at least 90 DAYS for purchase and installation after approval.

Purchase Proposal Overview

	Curriculum Purchases	Instructional Purchases
Policy:	Curriculum purchases are defined as NEW items requested by faculty specific to student achievement of course and program outcomes and job placement.	Instructional purchases are defined as NEW items requested by faculty to support classroom instructional techniques. Instructional purchases are not specific to any one program.
Process:	The Purchase Proposal is to be completed in full and submitted with supporting documentation to the Curriculum Specialist. If the proposal involves a program on multiple campuses, stakeholders from those campuses will be asked to review the Proposal prior to final approval.	The Purchase Proposal is to be completed in full and submitted with supporting documentation to the Curriculum Specialist.
Examples:	Patient simulators, virtual labs, durable medical equipment, HVAC training equipment.	Laptops and laptop carts, Interactive whiteboards, Clicker response systems.

San Joaquin Valley College
Purchase Proposal

Person Requesting:	
Supervisor:	
Date:	
Campus(es):	
Program:	
Item:	
Total Cost (for all campuses included):	
Software Required:	Yes ☐ No ☐ IS Notified: Yes ☐ No ☐

Section 1: Measurement

- What metrics will be used to evaluate the effectiveness of the proposed changes? (placement, licensure, certification, CLO/PLO achievement, course completion, etc.)
- What is the current status and what is the expected target?

Metric	Current	Target	By When

Section 3: Summary of Benefits

Explain the benefits of the proposed supply/equipment to the course and program or instructional techniques.

Section 3: Supporting Documentation

Attach at least two forms of documentation from outside sources that support the need for the purchase. Support documentation includes but is not limited to: Advisory Board minutes or statements from

members; statements from Career Services department, extern sites or employers; documentation of programmatic regulations from accreditation associations or new laws and/or legislation; research on current industry trends; course/program comparison with other institutions.

Support Documentation	Explain how the documents listed support the proposed changes

Section 4: Improvement of Student Achievement

4a. Explain how the proposed supply/equipment will increase student achievement.	
4b. Summarize how this purchase will assist student placement. Have students been denied placement because of the College's lack of this supply/equipment?	

Section 5: Alignment with Outcomes – Curriculum Purchases

5a. Explain **HOW** the proposed supply/equipment aligns with and support the CLOs and/or PLOs. Please identify and list the specific SLOs.	
5b. How are the CLOs and/or PLOs currently being assessed without this purchase?	

Section 6: Alignment with Outcomes – Instructional Purchases

6a. Explain **HOW** the proposed supply/equipment aligns with and supports current instructional techniques.	

6b. Explain how the **current** supplies/equipment affect instructional techniques.	

Section 7: Implementation

7a. What maintenance or upkeep is required for this supply/equipment (Batteries, Belts, etc.)?	
7b. Will this supply/equipment become outdated and need to be replaced? If so, approximately how long until it is outdated?	
7c. Will faculty need to be trained on how to use this supply/equipment? If so, describe the training plan and skills assessment plan.	

Section 8: Ordering Information

Attach all of the following documentation: detailed equipment/supply specifications, list of possible vendors, and ordering information.

Provide any additional information or comments below:

Section 9: Internal Research (completed by AA staff)

- How many students are enrolled in this program on all campuses?
- Is this item in use on another campus? If so, which campus(s)?
- How will we measure return on investment?

Section 10: Academic Leadership Input

A statement from the Academic Dean (Campus President if submitted by the Academic Dean) documenting their knowledge and support of the proposed improvement is necessary to process the proposal (separate attachments or emails to the Curriculum Specialist are acceptable).

Section 11: Approval Process

A statement from the Director of Curriculum and Assessment documenting the approval process is necessary to process the proposal. (with consideration from the budget committee and senior management as necessary for changes that warrant increased expense)

Review Date:		**Approved:** ☐ **Disapproved:** ☐
Comments:		

Section 12: Senior Management Review

Proposal must be reviewed by Senior Management or authorized representative.

Review Date:		**Approved:** ☐ **Disapproved:** ☐
Comments:		

San Joaquin Valley College
Textbook Improvement Proposal

Approved:	Yes ☐ No ☐
Date:	
PR Number:	

STANDARD:	Proposed textbook revisions must support the outcomes of the program and be in alignment with SJVC's Mission Statement and Strategic Plan.
POLICY:	Textbook Improvement Proposals are to be completed in full and submitted with support documentation to CurriculumImprovements@sjvc.edu between 60 - 90 days prior to the department's Program Review for peer review and institutional determination. Senior Management approval is required for any text expense greater than 5%.
PROCESS:	Complete and submit the Textbook Improvement Proposal to CurriculumImprovements@sjvc.edu. Attendees at Program Review will vote on adoption of the proposed text/software. A corporate curriculum team member will coordinate implementation of approved proposals.
TIMELINE:	Changes may take a minimum of 90 days to implement. Please plan accordingly.

Textbook Improvements include but are not limited to:

- Changes/Additions to textbook(s), software, or supply items*****

*Note: edition changes do not require a proposal

Person Requesting:	
Date:	
Campus(es):	
Program(s):	
Course(s):	
Current Text:	
ISBN:	
Current Cost:	

Section 1: New Textbook Information

ISBN:	
Title:	

San Joaquin Valley College
Textbook Improvement Proposal

Edition:	
Author:	
Publisher:	
Year:	
Cost:	
Software Required:	Yes ☐ No ☐ IS Notified: Yes ☐ No ☐
Suitable as Class Set:	Yes ☐ No ☐ Explain:

Section 2: Cost Analysis
Cost increase of 5% or more must be submitted to Senior Management.

Increase ☐ Decrease ☐ **by** $ _____ One-Time Purchase ☐ Ongoing Purchase ☐	
Review Date: Approved ☐ Disapproved ☐	
Comments:	

Section 3: Measurement
- What metrics will be used to evaluate the effectiveness of the proposed text? (CLO improvement, licensure, certification, etc.)
- What is the current status and what is the expected target?

Metric	Current	Target	By When

Section 4: Summary of Student Learning Outcomes
Include any additional information that may be helpful with implementing the change

1. Provide a general explanation of the benefits of the new item. How does this new item support the action items listed on your current Program Review plan?

2. How does this item better support the SLOs (CLOs, PLOs, ILOs) than the current item? (Please address specific SLOs in your response)

3. What additional instructor resources are provided with this item that are not provided with the current item? (PowerPoints, software, etc.)

4. Is there a need for faculty training before and/or after the implementation of this item?

5. Additional Information:

Section 5: Academic Leadership Input

A statement from the Academic Dean (Campus President if submitted by the Academic Dean) documenting their knowledge and support of the proposed improvement is necessary to process the proposal (separate attachments or emails to the Curriculum Specialist are acceptable).

Section 6: Approval Process

San Joaquin Valley College
Textbook Improvement Proposal

A statement from the Director of Curriculum and Assessment documenting the approval process is necessary to process the proposal. (with consideration from the budget committee and senior management as necessary for changes that warrant increased expense)	
Review Date:	**Approved:** ☐ **Disapproved:** ☐
Comments:	