**ARMF –Academic Resource Management Form A** Effective Fall 2019

**Part 1:** To be completed by those wishing to make a curriculum change that will require an increase in costs or an investment of new funds. Types of such curriculum changes include the following:

⃝ New major

⃝ New concentration within an existing degree

⃝ New certificate that requires 3 or more new classes and/or new resources

⃝ New minor that requires 3 or more new classes and/or new resources

⃝ Curricular customization of existing program for an off-campus cohort

⃝ Reconstituting a warehoused program

1. Please indicate which curriculum change (above) is being proposed.

2. Indicate the name of initiator of the proposal.

3. Indicate the name of major, concentration, certificate, minor, or other professional/academic credential.

4. Briefly describe the curriculum plan.

5. Indicate if accreditation will be required.

6. Identify the mode of delivery: online, hybrid, or face-to-face.

7. Indicate the target date for implementation. (Please refer to the second paragraph of the ARMC Procedures.)

8. Briefly explain the rationale for this initiative: Why is it being proposed? Identify the demand for it as well as to what extent it will draw new students to the university.

9. Indicate if there are similar programs at other Ohio or regional universities.

10. Based on the information provided in the response to question 8, indicate how many students are expected to enroll in years one, two, and three.

11. Identify how the initiative will be marketed and students recruited, including how diversity goals will be established and met.

12. Provide an estimate of the resources needed to implement the initiative, including a three-year budget. At a minimum, estimates should include prospective workload hours for faculty, adjunct payments, costs of library materials, costs of required equipment and classroom materials, and other anticipated expenses.

13. Identify and consult other departments who are involved or potentially affected by the initiative. Summarize their feedback.

Initiator of the proposal’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Part 2:** To be completed by the initiator’s department Chair. (Note: If the proposal is interdepartmental, this section should be completed by each Chair whose department is directly involved with the initiative.)

1. Provide a report of the discussions had related to the proposal within the department.

2. Provide your general assessment of proposal.

Department Chair’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part 3:** To be completed by the Dean. (Note: If the proposal is inter-collegial, this section should be completed by each Dean.)

1. Provide your general assessment of the proposal.

2. Identify any questions that need to be addressed.

College Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Part 4:** To be completed by the Provost. Attach the recommendation of the ARMC and any other related documents/information.