**CCAS: How to Make Changes in Requirements for a Major or Minor**

**Questions for the program to consider:**

1. What are the compelling reasons for changing your major requirements? (external review, changes in staffing, changes in student demand,…)

2.  How do these changes benefit students?

3. How do your curricular changes affect other disciplines? Have you consulted with faculty members in any affected disciplines? Please summarize the comments from affected disciplines.

4.  How do these changes affect staffing?

5.  What hidden requirements / prerequisites are there to your courses?  Do these requirements affect prerequisites to other courses?

6.  Do you really need to change the number of courses in your major?  If so, why?

7. When and for which students will these changes go into effect? Please indicate clearly how students in each graduating class (first-year, sophomore, junior, senior) will be affected by these changes. Provide both a paragraph describing the effects in prose and a table or chart summarizing the planned implementation for each graduating class.

8. Will your proposed changes require course substitutions for any students? If so, please include a table with course equivalences as part of your proposal.

9. Will your proposed changes require any new courses? If so, please complete course approval forms for each new course as part of the major/minor revision process.

**Process:**

1. The program chair sends the initial proposal to the CCAS chair and Registrar. (List both the old requirements and the new requirements. Include names of courses as well as numbers. Indicate frequency of offering. Include a course approval form for any new courses proposed. Please see example.)

2. Chair distributes the document to all members of CCAS for initial discussion and invites a representative of the program to attend a future CCAS meeting.

3. Concerns are shared with members of the program before meeting with the CCAS. Some adjustments to the proposal may be made at this point.

4. Typically the program chair meets with the CCAS for about 30 minutes to discuss suggestions, provide explanations and clarifications. Some more adjustments to the proposal may be made at this point.

5. Final proposal is submitted for vote of the CCAS. The chair of the CCAS composes a motion for the faculty that is approved by the CCAS and the program. The proposal is shared with the Steering Committee and placed on the agenda for the faculty meeting.

6. Faculty discusses and votes.

**Timing:**

Depending on the scheduling of faculty meetings and meetings of the CCAS, the process described here might easily require a month or more from the initial submission of the proposal to the final vote at a faculty meeting. The initial submission should not take place before considerable face-to-face discussions among all members of the program. Key deadlines to keep in mind are the dates for faculty meetings, the deadlines for creating the registration packets for Fall Term and CT/Spring Terms, major declaration for sophomores, and the deadline for changes to the college catalog. Proposals that are initially received after Spring Break might not reach the faculty in time for a vote before the Fall Term. Proposals that are initially received after Fall Break might not reach the faculty in time for a vote before sophomores declare majors.

**Last updated: spring 2019**

 **Example of initial proposal for changes in major or minor**

The liberal arts program proposes the following changes in the requirements for the liberal arts major.

**Old Requirements for Liberal Arts Major**

Trivium Core Requirements:

LBA 110 (Grammar I), LBA 111 (Grammar II), LBA 210 (Logic I), LBA 220 (Logic 2), LBA 310 (Rhetoric I), LBA 320 (Rhetoric II)

Classical Language Requirements:

LAT 110 (Latin Fundamentals I) and GRK 111 (Greek Fundamentals I)

Quadrivium Electives:

Four courses from the following list: MUS 120 (Materials and Structure of Music I), MUS 220 (Materials and Structure of Music II), MAT 200 (Discrete Mathematics) MAT 300 (Foundations of Mathematics), MAT 407 (Mathematical Logic), PHY 210 (General Physics I), PHY 265 (Space, Time, and the Theory of Relativity)

Total of at least 12 courses.

**New Requirements for Liberal Arts Major**

Trivium Core Requirements:

LBA 110, LBA 111, LBA 210, LBA 220, LBA 310, LBA 320

Classical Languages Requirement:

EITHER LAT 110 and LAT 120 OR GRK 111 and GRK 121

Quadrivium Electives:

Two of: MUS 120, MAT 200, MAT 300, and LBA 350 (Astronomy for Liberal Arts)

Additional liberal arts elective:

One course in CHN, CLA, ENG, FRE, GER, HUM, HIS, JPN, MAT, NSC, PHI, or SPA numbered 300 or above

LBA 500: Trivium Seminar

This is a total of at least 12 courses.

**Rationale:**

The study of the *artes liberales* has long defined the standard of higher education in the West. The education of a free person is grounded in the study of the trivium (grammar, logic, and rhetoric) followed by the quadrivium (arithmetic, geometry, music, and astronomy). In response to the economic and cultural changes of the European Renaissance identified by our external review, the liberal arts program desires to expand its definition of the liberal arts to offer new options beyond the traditional seven disciplines of the *artes liberales*. Our expanded view incorporates contributions from history, philosophy, poetry, and the natural sciences, which we propose will benefit students by improving preparation to be free people.

**Details:**

The total number of courses required for the liberal arts major does not change. The new major consists of the same trivium core, but with expanded options for liberal arts electives. The new major will allow more flexibility for the students to tailor the major to individual interests while guaranteeing that all students complete a common core of trivium courses.

The classical languages requirement for the liberal arts major will change from requiring one semester of each Greek and Latin to requiring two semesters of one or the other. As part of our recent assessment process, we have determined that our majors are not meeting our standards for proficiency in either language. Thus, we are opting for deeper study in one language rather than two in order to keep the number of required language courses the same. We have spoken with the classics program, and they stated that keeping enrollments even in the two-course sequence rather than weighted toward the introductory course is preferable for their staffing.

Depending on students’ choices for the quadrivium elective, there may be hidden prerequisites. MUS 120 requires students to take MUS 110 or a placement exam. MAT 200 requires MAT 145 or MAT 170 and MAT 300 requires MAT 171. Depending on a student’s background and placement, this could require up to three additional courses. This is fewer hidden prerequisites than our old requirements. The new liberal arts elective category expands student choices in the domains of history, philosophy, poetry, and the natural sciences. The number of hidden prerequisite courses will vary based on student placement and course choices. We feel we can address concerns about prerequisite work through careful advising.

Two new courses have been created specifically for liberal arts majors: an astronomy course (LBA 350) and a senior capstone (LBA 500). Course approval forms are attached.

LBA 350 (Astronomy for Liberal Arts). In the past, liberal arts majors have taken courses related to astronomy from the physics program. However, the physics program has shifted away from astronomy and more toward quantum and relativistic models of the universe. Thus, we will offer this new course to meet the specific needs of our students. The course will be offered for the first time next academic year. We have spoken with the physics program, and they are not concerned about the enrollment changes due to the change in this requirement.

LBA 500 (Trivium Seminar) is a senior capstone course to be taken by all liberal arts majors. This course will consist of advanced readings in the trivium and a research paper demonstrating the interconnections between trivium and quadrivium subjects.

We do not anticipate much impact of the additional liberal arts elective on other disciplines. Because there are so many options available to students, enrollments in individual courses in will not be significantly affected. We will continue to offer the liberal arts core courses for our students as well as other programs.

We do not anticipate any impact on staffing in the liberal arts program. We can accommodate teaching LBA 350 and LBA 500 without additional staffing.

**Implementation Plan:**

Students who have previously declared a liberal arts major (juniors and seniors) will be allowed to complete the major under the old requirements. We will accept LBA 350 as a course substitution for PHY 210 or PHY 265 in the quadrivium electives, but this should affect less than five students. Current first years and sophomores will declare a liberal arts major under the new requirements. LBA 500 will be offered for the first time in two years to students who are currently sophomores. As part of the implementation transition, we will accept course substitutions for courses previously included under the old quadrivium electives as the additional liberal arts elective.

| **Course** | **Old Requirements** | **New Requirements** | **for current majors** | **for current sophomores** | **for current first-years** |
| --- | --- | --- | --- | --- | --- |
| LBA 110 | Trivium Core | Trivium Core | No Change | No Change | No Change |
| LBA 120 | Trivium Core | Trivium Core | No Change | No Change | No Change |
| LBA 210 | Trivium Core | Trivium Core | No Change | No Change | No Change |
| LBA 220 | Trivium Core | Trivium Core | No Change | No Change | No Change |
| LBA 310 | Trivium Core | Trivium Core | No Change | No Change | No Change |
| LBA 320 | Trivium Core | Trivium Core | No Change | No Change | No Change |
| LAT 110 | Classical Language | Classical Language I | Old Requirement | Substitution for liberal arts elective if GRK 111 is taken | New requirement |
| LAT 120 | None | Classical Language II | N/A | New Requirement | New requirement |
| GRK 110 | Classical Language | Classical Language I | Old Requirement | Substitution for liberal arts elective if LAT 120 is taken | New requirement |
| GRK 111 | None | Classical Language II | N/A | New Requirement | New requirement |
| MUS 120 | Quadrivium Elective | Quadrivium Elective | No change | No change | No change |
| MUS 220 | Quadrivium Elective | Liberal arts elective | Old requirement | New Requirement | New requirement |
| MAT 200 | Quadrivium Elective | Quadrivium Elective | No change | No change | No change |
| MAT 300 | Quadrivium Elective | Quadrivium Elective | No change | No change | No change |
| MAT 407 | Quadrivium Elective | Liberal arts elective | Old requirement | New Requirement | New requirement |
| PHY 210 | Quadrivium Elective | None | Old requirement | Substitution for liberal arts elective | New requirement |
| PHY 265 | Quadrivium Elective | None | Old requirement | Substitution for liberal arts elective | New requirement |
| LBA 350 | None | Quadrivium Elective | Substitution for quadrivium elective. | New Requirement | New requirement |
| LBA 500 | None | Capstone | No change | New requirement | New requirement |