# REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

**Course or Program: Bioinformatics Minor**

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals as submitted to A2C2, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

<table>
<thead>
<tr>
<th>Item</th>
<th>Completed</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The appropriate forms and the “Approval Form” have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2a. The &quot;Financial and Staffing Data Sheet&quot; has been completed and is enclosed in this proposal, if applicable.</td>
<td></td>
<td></td>
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<tr>
<td>2b. For departments that have claimed that &quot;existing staff&quot; would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2's questions on this matter.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>5. The course name and number is listed for each prerequisite involved in this proposal.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>7. In this proposal for a new or revised program, the following information for each required or elective course is provided:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. The course name and number.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>b. A brief course description.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. A brief statement explaining why the program should include the course.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>8. This course or program revision proposal:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Clearly identifies each proposed change.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Displays the current requirements next to the proposed new requirements, for clear, easy comparison.</td>
<td>X</td>
<td>NA</td>
</tr>
<tr>
<td>9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.</td>
<td>X</td>
<td>NA</td>
</tr>
</tbody>
</table>

**Department's A2C2 Representative or Alternate**

[Signature]

Date: 2/8/12

[Revised 9-05]
Use this form to submit proposals for revised majors, minors, concentrations, options, etc.

Note: A department, with its dean’s approval, may change up to two courses per year within an existing major, minor, concentration, option, etc., per year without seeking review of A2C2 and/or Graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, concentration, option, etc., and (2) the change does not affect other departments or the General Education Program or the University Studies Program. A2C2 and/or Graduate Council do, however, wish to be informed of these changes. Use form Notifications.

If a department wishes to make more extensive revisions to an existing major, minor, concentration, option, etc., complete and submit this form with the appropriate number of copies. Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

Department: Computer Science, Mathematics & Statistics

Title of Program: Bioinformatics (BINF)

Revised: Major  Minor  Concentration  Option  Other

List all Major/Minor Codes that Apply:

New: Major  X  Minor  Concentration  Option  Other

List all Major/Minor Codes that Apply: BINF

Total credit hours: 28  Classroom Hours  Lab Hours

Proposed Implementation Date: Fall 2012

Please attach to this proposal a narrative with the following information: See attached

A. Statement of major focus and objectives of the revised program.

B. New Catalog Content

1. Provide a list of program content as it would appear in the catalog including required courses, electives, etc., by number and name. Include the number and name for each prerequisite, and all prerequisites of proposed prerequisites. All such prerequisites, and prerequisites of prerequisites, should be included in the total credit hour calculations for the revised program.

2. New catalog narrative, if any.

C. Description of Revisions, to include

1. A display of current program requirements next to proposed new requirements for clear, easy comparison.
2. A clear identification of each proposed change.
3. The following information for each required or elective course:
   a. Course number and name,
   b. A brief course description, and
   c. A brief statement explaining why the program should include the course.

Attach a Financial and Staffing Data Sheet.

Attach an Approval Form.

Also fill out the MNSCU New Program Application or the Program Redesign Application, whichever applies and submit directly to the VPAA.

Department Contact Person for this Proposal:

NARAYAN DEBNATH  457-5261  Ndebnath@winona.edu
Name (please print)  Phone  e-mail address

BRANT DEPPA  457-5457  BDeppa@winona.edu
[Revised 9-6-11]
Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

   The program will be taught by existing faculty/staff.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

   No impact.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.

   No impact.

[Revised 9-05]
| Routing form for new and revised courses and programs. | Course or Program: Bioinformatics Minor |

**Department Recommendation**

- **Name:** Galbraith  
- **Date:** 2/6/12  
- **E-mail Address:** galbraith@winona.edu

**Dean's Recommendation:**

- **Yes**
- **Date:** 2/6/12  
- **Dean of College:**

- **Date:** 2/7/12  

*The dean shall forward their recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.*

**A2C2 Recommendation**

- **Approved**
- **Disapproved**
  
  - **Chair of A2C2:**
  - **Date:**

**Graduate Council Recommendation (if applicable)**

- **Approved**
- **Disapproved**
  
  - **Chair of Graduate Council:**
  - **Date:**
  
  - **Director of Graduate Studies:**
  - **Date:**

**Faculty Senate Recommendation**

- **Approved**
- **Disapproved**
  
  - **President of Faculty Senate:**
  - **Date:**

**Academic Vice President Recommendation**

- **Approved**
- **Disapproved**
  
  - **Academic Vice President:**
  - **Date:**

**Decision of President**

- **Approved**
- **Disapproved**
  
  - **President:**
  - **Date:**

**Please forward to Registrar.**

- **Registrar:**
  - **Date entered:**
  - **Please notify department chair via e-mail that curricular change has been recorded.**