

Post-Approval Checklist for Deans and Faculty

Following approval of your curriculum proposal by the Curriculum Committee and the Vice President of Academic Affairs, please ensure that the following actions are taken, if relevant.

Approved Course Proposals

- Contact Ms. Mary Font, Coordinator, Academic Affairs (mary.font@fsw.edu) and FSW Syllabus Support (syllabus@fsw.edu) to update Simple Syllabus with your course changes. Ensure that you clearly communicate the implementation term for your course changes.
- If student fees should be assessed to the course, contact Ms. Esther Puig-Torres, Budget Director (Esther.PuigTorres@fsw.edu).
- Contact Mr. Alex Schimel, Director of Advising (alex.schimel@fsw.edu), if a new course was approved, a course was discontinued, and/or changes were made to a course that would affect student enrollment (e.g. -prerequisites, credit hours, etc.) to ensure that advisors are informed.
- Inform Testing Services (fswtesting@fsw.edu) of any updates to prerequisite course placement scores or new testing needs.
- For new courses, contact Dr. Joseph Van Gaalen with Team AASPIRE, (joseph.vangaalen@fsw.edu) to update assessment procedures, effectiveness plans, and/or the credentialing guidelines.
- Contact eLearning (elearning@fsw.edu) to develop or update online resources for your course.
- Contact your school's coordinator to ensure textbook orders are placed for the relevant implementation semester with the FSW bookstore.
- Contact your school's FSW library liaison if new library resources are required.

Table 1 FSW School's Library Liaison

School	Librarian	Email
SoAHSS	Prof. Arenthia Herren	arenthia.herren@fsw.edu
SoPAS	Prof. Victoria SanFilipo	victoria.sanfilipo@fsw.edu
SoBT	Prof. Jane Charles	jane.charles@fsw.edu

School	Librarian	Email
SHP	Prof. Anthony Valenti	anthony.valenti@fsw.edu
SoE	Prof. Victoria SanFilipo	victoria.sanfilipo@fsw.edu

- For needs related to College Tutoring Services, contact tutoring@fsw.edu.
- Request any required technology resources for the course from FSW OIT: [Service-Request for Technology Purchase/Quote](#).

Approved Program and Certificate Proposals

- Contact Mr. Alex Schimel, Director of Advising (alex.schimel@fsw.edu), to ensure that advisors are informed of program and certificate updates, including new programs, new certificates, and discontinuations.
- Contact Mr. Andrae Jones, Director of Admissions (andrae.jones@fsw.edu), to update relevant admissions applications and procedures.
- Contact Dr. Joseph Van Gaalen, (joseph.vangaalen@fsw.edu) to update effectiveness plans with new programs, program learning outcomes, and/or operational outcomes.
- For new programs, please contact Programmer Analyst, Ms. Barb Perrine (barbara.perrine@fsw.edu), with your CIP code(s).
- Contact the [Office of Marketing and Strategic Communications](#) to update relevant college publications and/or request marketing support.
- Request any required technology resources for the program from FSW OIT: [Service-Request for Technology Purchase/Quote](#).
- Request website updates from FSW OIT: [Service- Request Update for Website](#).
- Work with Dr. Rebecca Harris, Assistant Vice President, College Curriculum and Academic Enhancement (rebecca.harris@fsw.edu) to ensure that any required accreditation prospectuses and/or state forms are submitted by the relevant due date.