

Log in to the Program Management system (<https://nextbulletin.brown.edu/programadmin>) with your Brown credentials. Click the Courseleaf icon to completely log in.



BROWN UNIVERSITY

## Program Management

Help

Search, edit, add, and inactivate programs.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

**Please Complete Log In**

In order to authorize your ability to update, please click the icon to complete your log in.

NEW PROGRAMS:  
Click the Propose New Program button to launch


## Program Management

Help 

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Quick Searches provides a list of predefined search categories to use.

History - OK -   

Program Code	Program Name	Workflow	Status
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A new editing window will appear for you to begin your proposal. Any field highlighted in red is required – all others are optional. Use the pick lists or radio buttons as you go through the form.



## Program Management

New Program Proposal

Propose New from Existing

Editing: -

### Program Information

Effective Catalog	<input type="text" value="2024-25"/>
Sponsoring Academic Unit	<input type="text" value="Select..."/> <input type="text" value="2024-25"/> <input type="text" value="2025-26"/>
Academic Level	
Program Director	<input type="text" value="Select..."/>
Degree Type	<input type="text" value="Select Degree Type..."/>
Program Type	<input type="text" value="Select Program Type..."/>
SIS Program Code	<input type="text"/>
Program Title	<input type="text"/>
Short Title	<input type="text"/>

30 characters remaining

Use the drop down lists to select the effective catalog term, sponsoring academic department, and appropriate level. Continue to make selections from the pick lists for program director, degree, and program type.

### Program Information

Effective Catalog	2024-25
Sponsoring Academic Unit	Africana Studies (AFRI)
Academic Level	Undergraduate (UG)
Program Director	Fitzgerald, Robert
<i>For additional resources regarding undergraduate concentrations or certificates please see <a href="#">Curricular Design and Proposals</a></i>	
Degree Type	Bachelor of Arts (AB)
Program Type	Concentration (CONC)
SIS Program Code	Select Program Type... Concentration (CONC)
Program Title	Track (TRCK)

If you select a Track (TRCK) as the Program Type, you'll be prompted to select the associated Parent Program. NOTE: You will need to complete the Parent Program process **before** you can create a new Track to associate with it.

Enter the full program title as well as an abbreviated version of 30 characters if necessary. SIS Program Code will be completed by the Office of the Registrar once full approval is secured by relevant governance groups. If this is an Interdisciplinary program, or you are using another department's courses in program requirements, please indicate the other associated departments in the Affected Departments section. The Department Chair for each affected department will need to approve the program during the workflow process. Note that a rationale for creation of the new program or track is required.

Program Type

SIS Program Code

Program Title

Short Title

30 characters remaining

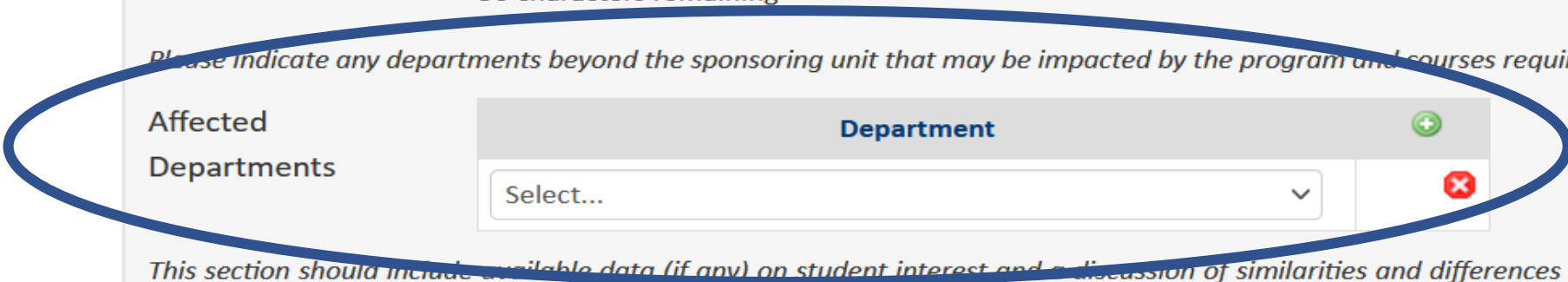
*Please indicate any departments beyond the sponsoring unit that may be impacted by the program and courses required.*

Affected Departments

Department
<input type="text" value="Select..."/>

*This section should include available data (if any) on student interest and a discussion of similarities and differences with existing areas of study at Brown.*

Rationale for Program Creation/Revision



At least one learning objective is required, but you can add additional using the '+' icon. Use the Program Overview section to describe the program details and add any related links to websites that enhance your description (i.e. department website; undergraduate concentrations, graduate school, etc). Please do not list your requirements here. They will be entered in a separate section on the form.

## Program Learning Objectives

Learning Objectives will be reflected in the [Undergraduate Programs: Focal Point page](#)

If you would like support/guidance in developing Learning Objectives, please consult [Sheridan's Learning Outcomes and Mapping](#).

Please enter only one objective per row. Click on '+' to create a new row for each program learning objective.

Program Learning Objectives

Objective	
1	<div style="border: 1px solid red; height: 40px;"></div>
	<div style="border: 2px solid blue; padding: 2px; display: inline-block;"><span style="color: green; font-weight: bold;">+</span></div> <div style="margin-top: 5px; display: flex; gap: 5px;"><span style="color: red;">✖</span> <span style="color: green;">↑</span> <span style="color: green;">↓</span></div>

## Program Overview/Description (All sections in this block will publish in the University Bulletin)

All sections in this block will publish in the University Bulletin

Program Overview/Description for Bulletin

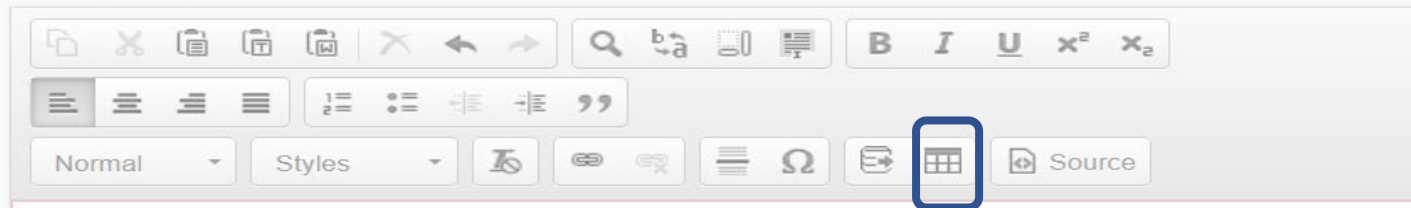


Format Styles 🔗 🔗 🔗 Ω 📄 📄 Source

You may enter your program course requirements in this section. The recommended format is to use a Course List for the course requirements. Use the Insert/Edit Formatted table icon in the toolbar then select Course List and click OK.

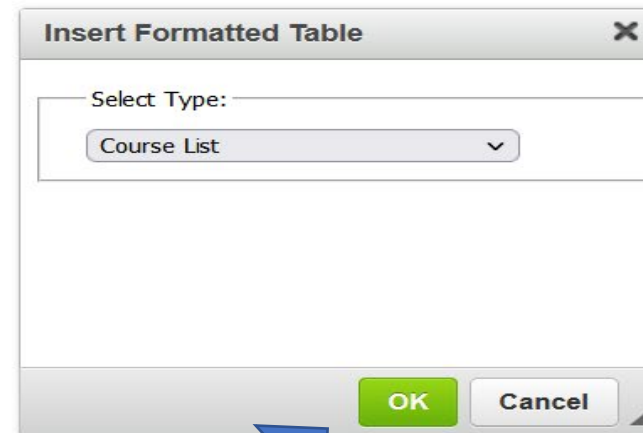
*You are strongly encouraged to use the Insert/Edit Formatted Table and select the 'Course List' to build or edit your Program course requirements. For edits on existing course lists you can simply double click on the table to launch the editor.*

Program Requirements/Curriculum



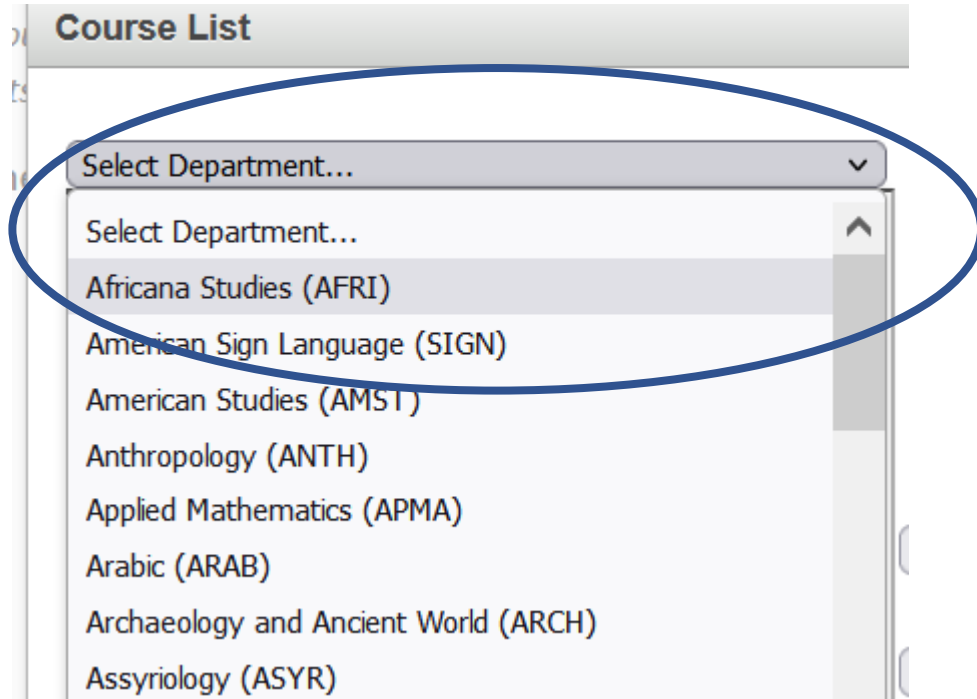
The image shows a rich text editor toolbar. The 'Insert Formatted Table' icon, which is a grid symbol, is highlighted with a blue rectangular box. Other icons in the toolbar include undo, redo, search, bold, italic, underline, and source.

Requirement for the AB concentration



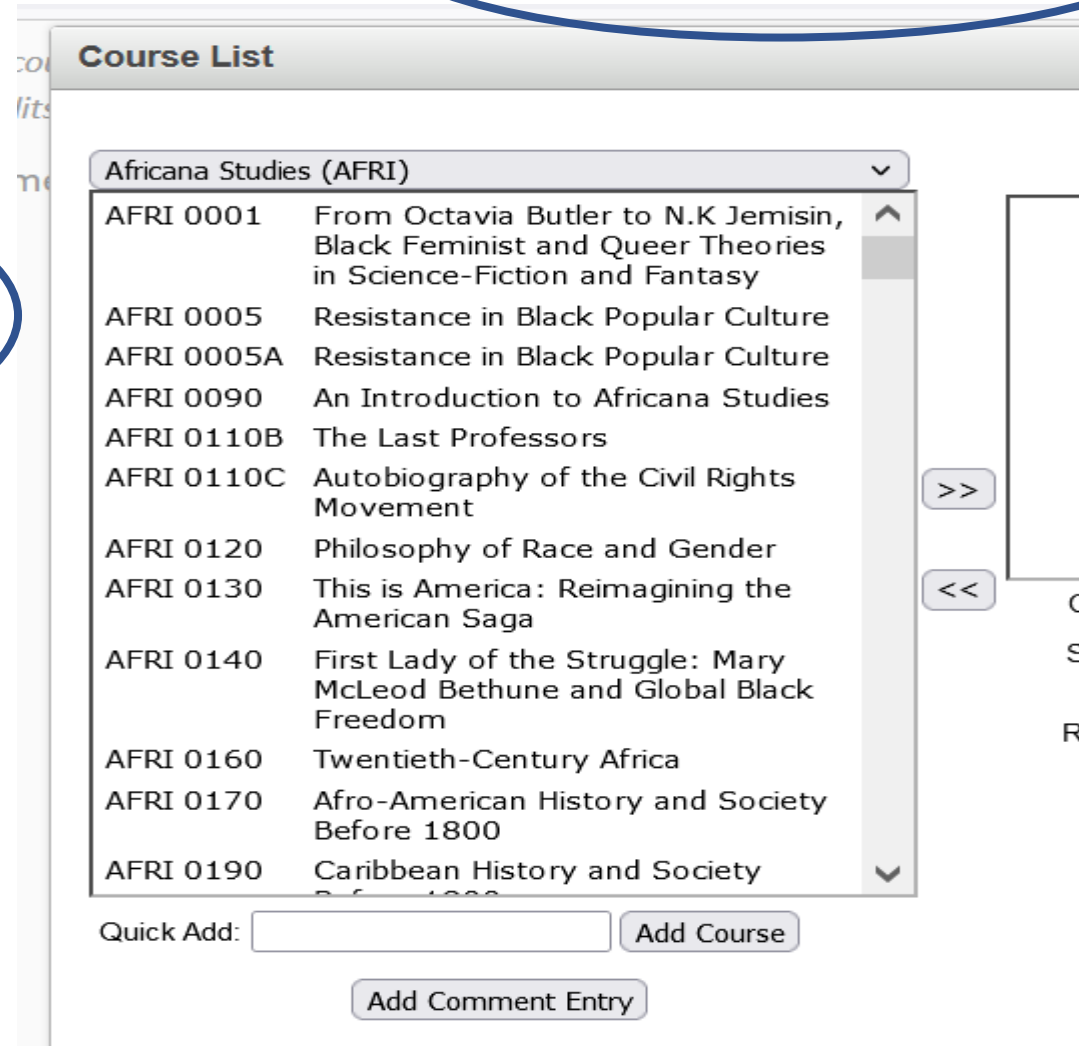
The 'Insert Formatted Table' dialog box is open. It has a title bar with a close button (X). Inside, there is a 'Select Type:' label above a dropdown menu. The dropdown menu is currently set to 'Course List'. At the bottom of the dialog, there are two buttons: 'OK' (highlighted in green) and 'Cancel'. A blue arrow points from the bottom towards the 'OK' button.

Select the department sponsoring the courses and the active courses will appear in the selection list. If you need some tips on course list formatting please visit: <https://registrar.brown.edu/faculty>



A screenshot of a web interface showing a 'Course List' dropdown menu. The menu is open, displaying a list of departments. The department 'Africana Studies (AFRI)' is highlighted in blue. A blue oval is drawn around the entire dropdown menu area.

Department
Select Department...
Select Department...
<b>Africana Studies (AFRI)</b>
American Sign Language (SIGN)
American Studies (AMST)
Anthropology (ANTH)
Applied Mathematics (APMA)
Arabic (ARAB)
Archaeology and Ancient World (ARCH)
Assyriology (ASYR)



A screenshot of a web interface showing a 'Course List' dropdown menu. The menu is open, displaying a list of Africana Studies (AFRI) courses. The department 'Africana Studies (AFRI)' is selected at the top. A list of courses is shown, including course numbers and titles. A blue oval is drawn around the URL in the text above. Below the list, there are buttons for 'Add Course' and 'Add Comment Entry'.

Course Number	Course Title
AFRI 0001	From Octavia Butler to N.K Jemisin, Black Feminist and Queer Theories in Science-Fiction and Fantasy
AFRI 0005	Resistance in Black Popular Culture
AFRI 0005A	Resistance in Black Popular Culture
AFRI 0090	An Introduction to Africana Studies
AFRI 0110B	The Last Professors
AFRI 0110C	Autobiography of the Civil Rights Movement
AFRI 0120	Philosophy of Race and Gender
AFRI 0130	This is America: Reimagining the American Saga
AFRI 0140	First Lady of the Struggle: Mary McLeod Bethune and Global Black Freedom
AFRI 0160	Twentieth-Century Africa
AFRI 0170	Afro-American History and Society Before 1800
AFRI 0190	Caribbean History and Society

Quick Add:



Select the course and use the arrow button to move it into the Course List on the right. Continue to move courses into the requirements table using the Move Up and Move Down buttons to place them in the correct order in the table.

**Course List**

Sum Hours

Africana Studies (AFRI)

- AFRI 0005 Resistance in Black Popular Culture
- AFRI 0005A Resistance in Black Popular Culture
- AFRI 0090 An Introduction to Africana Studies
- AFRI 0110B The Last Professors
- AFRI 0110C Autobiography of the Civil Rights Movement
- AFRI 0120 Philosophy of Race and Gender
- AFRI 0140 First Lady of the Struggle: Mary McLeod Bethune and Global Black Freedom**
- AFRI 0160 Twentieth-Century Africa
- AFRI 0170 Afro-American History and Society Before 1800
- AFRI 0190 Caribbean History and Society Before 1800
- AFRI 0200 Modern Caribbean History and Society
- AFRI 0205 Race and Labor: Black Workers and the Transnational Labor Movement

Quick Add:

>>

<<

AFRI 0001 From Octavia Butler to N.K Jemisin, Black Feminist and Queer Theories in Science-Fiction and Fantasy

**AFRI 0130 This is America: Reimagining the American Saga**

Comment:

Sequence:

Cross Reference:

Or Class:

Hours:

Footnote:

Indent  Area Header

Use the Add Comment Entry field to place text as a header within the table. The Area Header checkbox will bold the font of the header and you can move it into the right place in the table. Click OK to save.

**Course List**

Sum Hours

AFRI 0005	Resistance in Black Popular Culture	AFRI 0001	From Octavia Butler to N.K Jemisin, Black Feminist and Queer Theories in Science-Fiction and Fantasy
AFRI 0005A	Resistance in Black Popular Culture	AFRI 0130	This is America: Reimagining the American Saga
AFRI 0090	An Introduction to Africana Studies		
AFRI 0110B	The Last Professors		
AFRI 0110C	Autobiography of the Civil Rights Movement		
AFRI 0120	Philosophy of Race and Gender		
AFRI 0140	First Lady of the Struggle: Mary McLeod Bethune and Global Black Freedom		
AFRI 0160	Twentieth-Century Africa		
AFRI 0170	Afro-American History and Society Before 1800		
AFRI 0190	Caribbean History and Society Before 1800		
AFRI 0200	Modern Caribbean History and Society		
AFRI 0205	Race and Labor: Black Workers and the Transnational Labor Movement		
AFRI 0210	Afro Latin Americans and Blackness in		

Quick Add:    Indent  Area Header

**Add Comment Entry**

Enter comment text:

**Course List**

Sum Hours

Africana Studies (AFRI)

AFRI 0005	Resistance in Black Popular Culture		
AFRI 0005A	Resistance in Black Popular Culture		
AFRI 0090	An Introduction to Africana Studies		
AFRI 0110B	The Last Professors		
AFRI 0110C	Autobiography of the Civil Rights Movement		
AFRI 0120	Philosophy of Race and Gender		
AFRI 0140	First Lady of the Struggle: Mary McLeod Bethune and Global Black Freedom		
AFRI 0160	Twentieth-Century Africa		
AFRI 0170	Afro-American History and Society Before 1800		
AFRI 0190	Caribbean History and Society Before 1800		
AFRI 0200	Modern Caribbean History and Society		
AFRI 0205	Race and Labor: Black Workers and the Transnational Labor Movement		

Quick Add:    Indent  Area Header

**Core course requirements:**

AFRI 0001	From Octavia Butler to N.K Jemisin, Black Feminist and Queer Theories in Science-Fiction and Fantasy		
AFRI 0130	This is America: Reimagining the American Saga		

Comment:

Sequence:

Cross Reference:

Or Class:

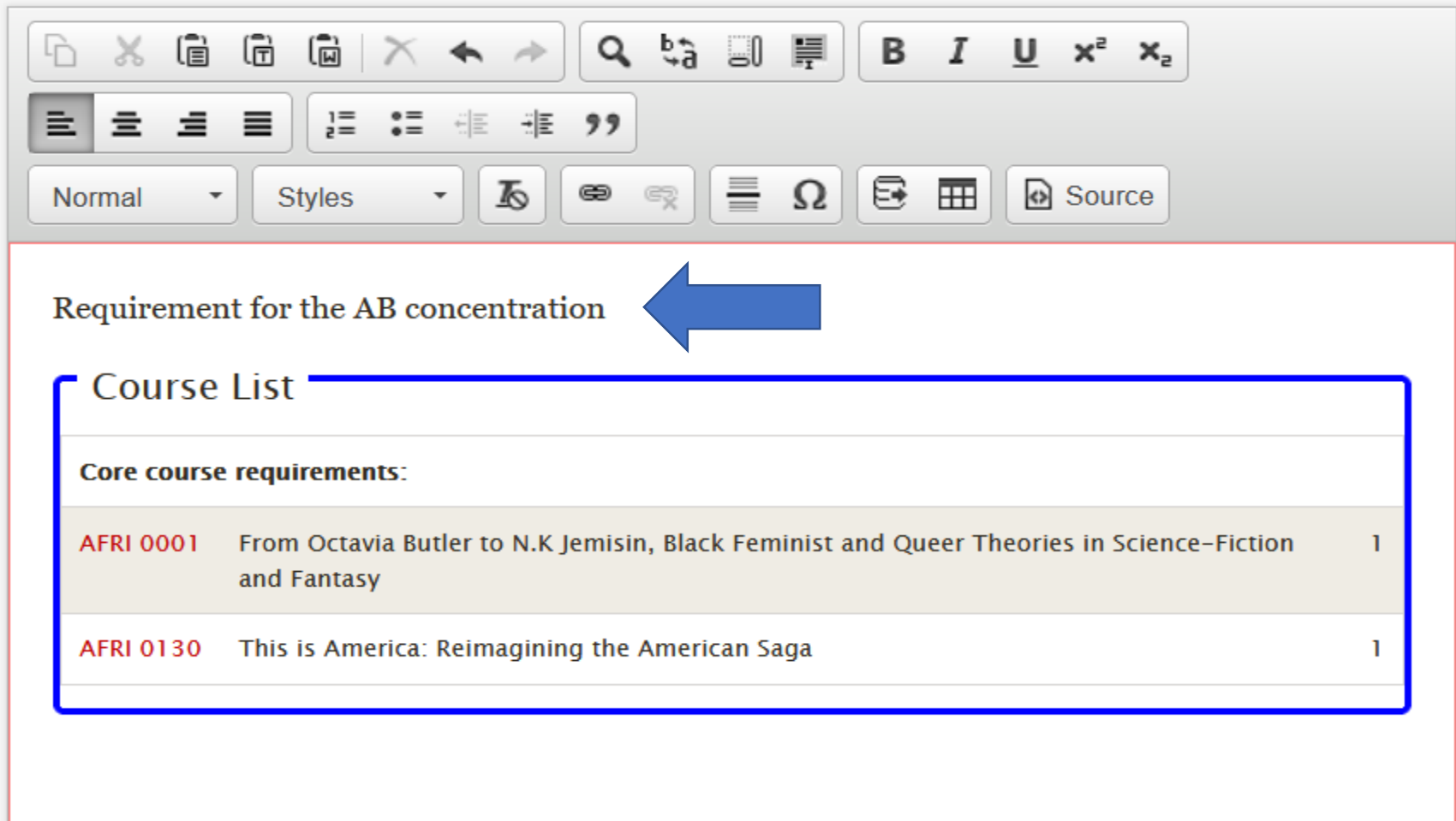
Hours:

Footnote:

The table will insert into your requirements section on the form. You can add free text in the area above or below the table if desired.

*You are strongly encouraged to use the Insert/Edit Formatted Table and select the 'Course List' to build or edit your Program course requirements. For edits on existing course lists you can simply double click on the table to launch the editor.*

### Program Requirements/Curriculum



The screenshot shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, and insertion. Below the toolbar, the text "Requirement for the AB concentration" is displayed. A blue arrow points from the right towards this text. Below the text is a table titled "Course List" which is enclosed in a blue border. The table contains two rows of course requirements.

Core course requirements:		
AFRI 0001	From Octavia Butler to N.K Jemisin, Black Feminist and Queer Theories in Science-Fiction and Fantasy	1
AFRI 0130	This is America: Reimagining the American Saga	1

There is a separate section for Honors requirements and to indicate if there is a Capstone (or Master's Thesis for Graduate programs) required for the program.

Requirements and expectations for Honors candidates

Is there a Capstone requirement?

Yes  No

Capstone Requirement

The fields on the form will change depending on the initial selections. Continue to scroll through the form and complete each section as needed. Required sections will be outlined in red. Once you reach the end of the form, you may Save Changes and return later for editing, or click the Start Workflow button to begin the approval process.

### Evidence of Faculty and Departmental Support

*Proposals should demonstrate institutional or departmental support through a vote in favor of the concentration from faculty of the sponsoring unit(s). Please confirm the outcome of this vote.*

Has this program received formal approval from the proposing academic unit?

Yes  No

Evidence of Faculty Support

Attach File

Uploaded Files:

Files To Be Uploaded:

Evidence of Faculty Support

### Assessment

Assessment: New programs are reviewed after three years and then as part of the CCC's regular 6-8 year review cycle. If advising and teaching needs are unmet or there is insufficient student interest, the concentration will be phased out without further review. Please confirm below that the sponsoring unit(s) understand and will participate in required program assessments.

Yes  No

Cancel

Save Changes

Start Workflow