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

NEW TRACK:
Click the Propose New Program button to launch

Program Management

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.

	Search	☐ History	- OR -	Propose New Program	Quick Searches... ⌄

Program Code	Program Name		Workflow	Status

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 Existin

Editing: **-**

Program Information

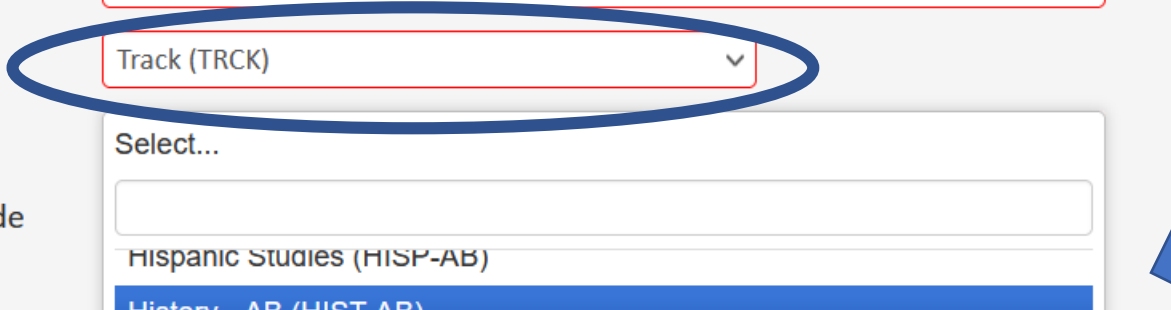|	
Effective Catalog	2024-25
	Select...
Sponsoring Academic Unit	2024-25
	2025-26
Academic Level	
Program Director	Select...
Degree Type	Select Degree Type...
Program Type	Select Program Type...
SIS Program Code	
Program Title	
Short Title	
	30 characters remaining

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	History (HIST)
Academic Level	Undergraduate (UG)
Program Director	Fitzgerald, Robert

For additional resources regarding undergraduate concentrations or certificates please see Curricular Design and Prop

Degree Type	Bachelor of Arts (AB)
Program Type	Track (TRCK)
Parent Program	Select...
SIS Program Code	
	Hispanic Studies (HISP-AB)
Program Title	History - AB (HIST-AB)

When you select a Track (TRCK) as the Program Type, you'll be prompted to select the associated Parent Program. NOTE: If this is a track for a new program, you will need to complete the Parent Program process *before* you can create a new Track to associate with it.
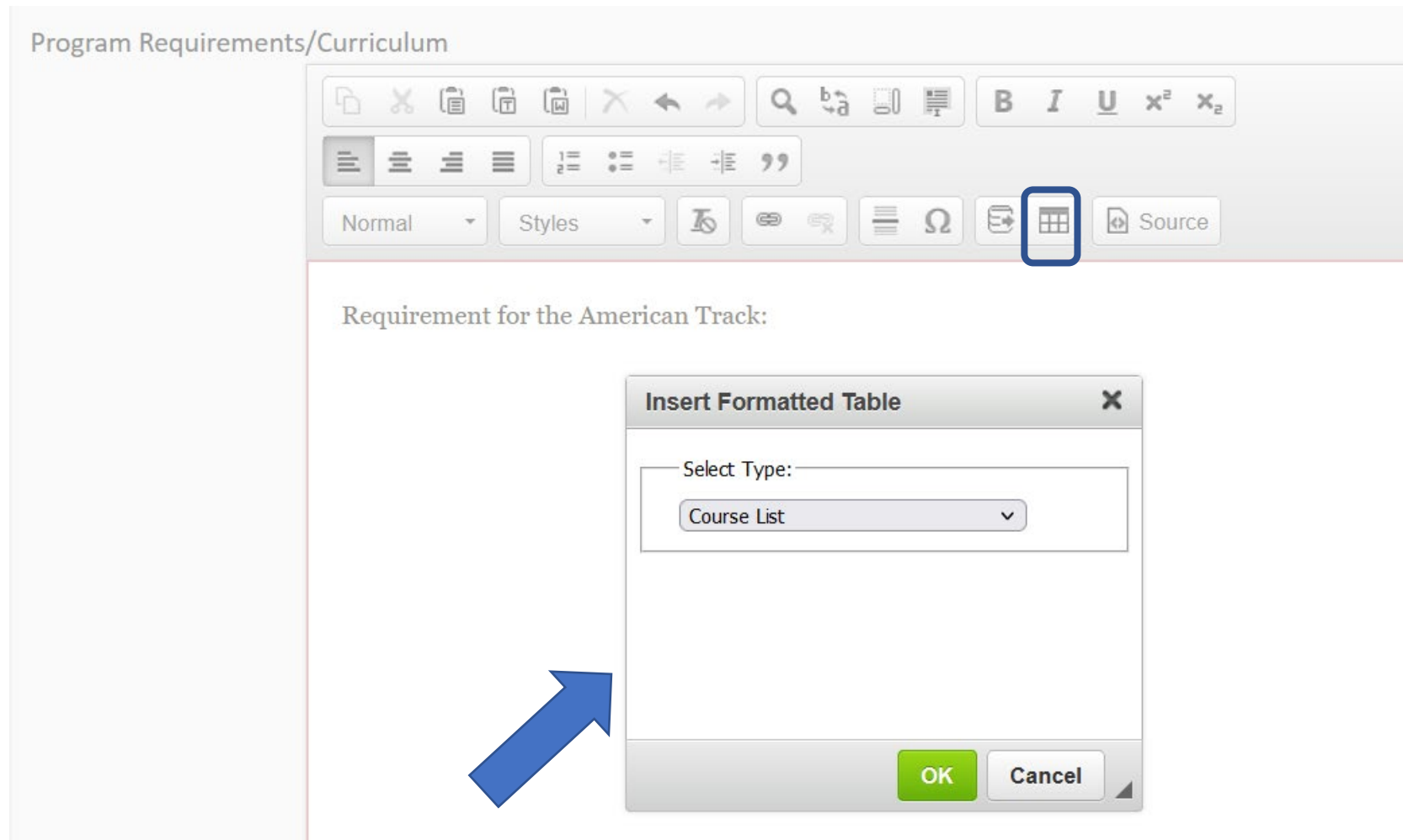
Enter the full Track title (the Registrar's Office will create the Short Title and SIS Program Code).
If this is an Interdisciplinary program, or you are using another departments courses in program requirements, please indicate the other associated departments in the Affected Departments section. The Department Chair for each affected department will need to approve the track during the workflow process. Note that a rationale for creation of the new track is required.

Degree Type	Bachelor of Arts (AB)
Program Type	Track (TRCK)
Parent Program	History - AB (HIST-AB)
SIS Program Code	
Program Title	American
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

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

Enter relevant criteria

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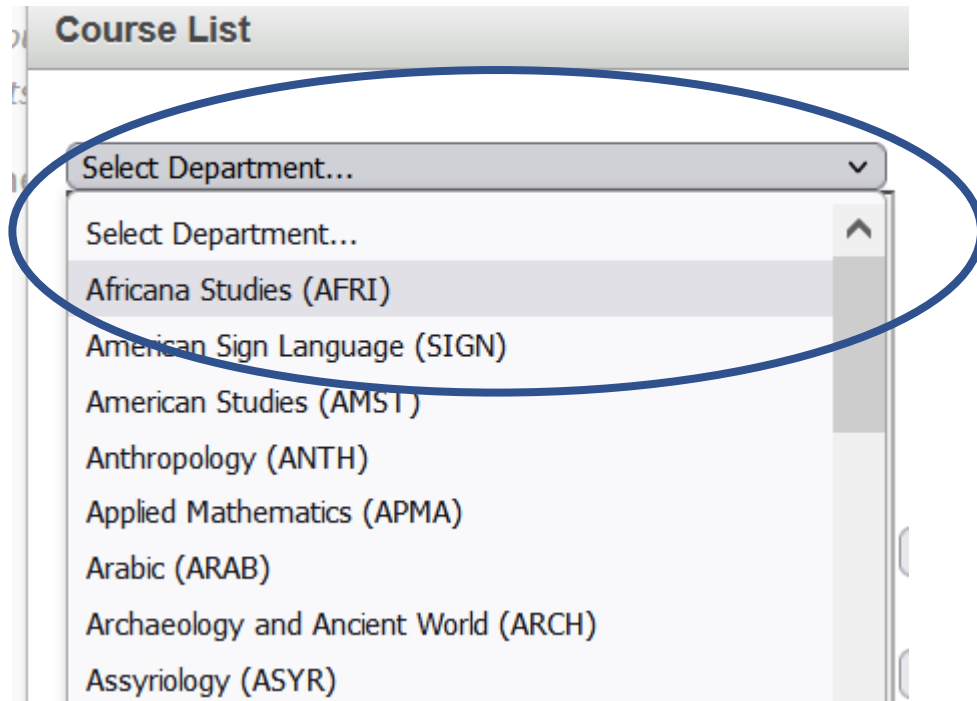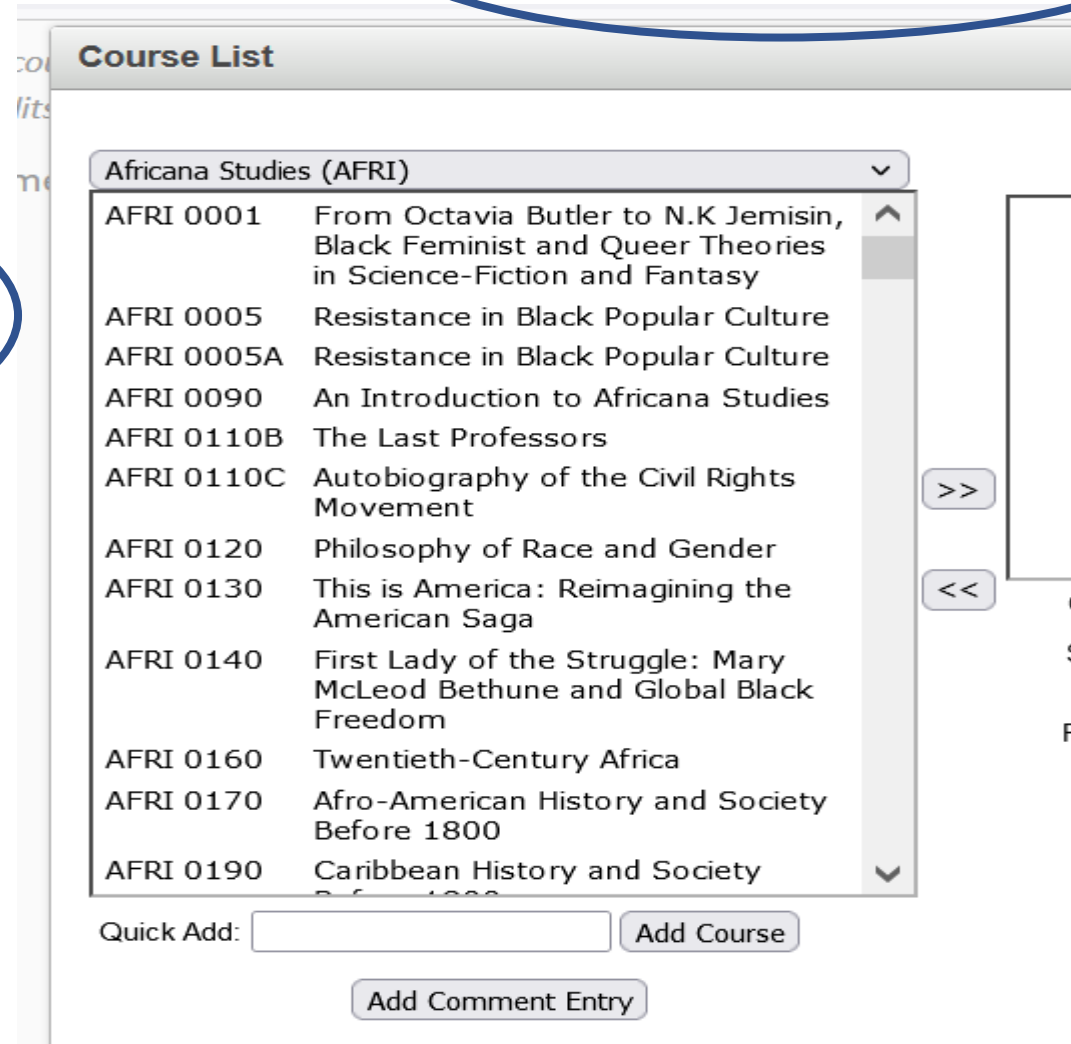
Select the department sponsoring the courses and the active courses will appear in the selection list. If you need some tips on course list formatting please visit: https://registrar.brown.edu/faculty

Course List

Select Department...

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

Course List

Africana Studies (AFRI)

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: [   ] Add Course

Add Comment Entry

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.

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.

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

Requirement for the AB concentration

Course List

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 |

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]

When you save a new Track, the Program Code in the display will default to 'TBD' until the Registrar's Office updates the short title and assigns a SIS Program Code. The Program Name will reflect the new track title in parentheses and the details will display on the form.

Program Management

Search, edit, add, and inactivate programs.

Use an asterisk (*) in the search box as a wild card. For example, MATH* wi with "MATH", and *MATH* everything that contains "MATH". The system s Quick Searches provides a list of predefined search categories to use.

	Search ☐ History

Program Code	Program Name
TBD-AB-1	History - AB (American)

Changes saved but not submitted

Viewing: **American - AB**

Last edit: 09/12/24 3:57 pm

This Program's Parent   History - AB

Program Information

Effective Catalog	2024-25
Sponsoring Academic Unit	History (HIST)
Academic Level	Undergraduate (UG)
Program Director	Fitzgerald, Robert
Degree Type	Bachelor of Arts (AB)
Program Type	Track (TRCK)
Parent Program	History - AB (HIST-AB)
SIS Program Code	
Program Title	American
Short Title	

Once approved, the results would be updated in the displays.

Program Code	Program Name	Workflow	Status
HIST-AB	History - AB		
HIST-AB-AMIC	History - AB (American)		Added

Export to PDF 📄

Shred Proposal

New Program Proposal

Changes saved but not submitted

Edit Program

Preview Workflow

Viewing: **American - AB**

Last edit: 09/12/24 4:07 pm

This Program's Parent — History - AB

Program Information

Effective Catalog	2024-25
Sponsoring Academic Unit	History (HIST)
Academic Level	Undergraduate (UG)
College	Undergraduate College (UG)
Program Director	Fitzgerald, Robert
Degree Type	Bachelor of Arts (AB)
Program Type	Track (TRCK)
Parent Program	History - AB (HIST-AB)
Concentration Code	HIST
Track Code	AMIC
SIS Program Code	AB_HIST_AMIC
Program Title	American
Short Title	American