NEW Skill Pack

This template is meant to be used ONLY for a TRAD Skill Pack
Updated 2/18/26

Proposal Name:

Proposal Date:

TRAD Approval Grid - New Minor		
Approval Step	**Approver Name**	**Date**
Originator		
Collaborative Development	Dean:	
	Committee Chair:	
	Registrar's Office:	
	Provost's Office:	
Other Collaborators		
Originator Response to Collab Dev Feedback		
Division		
Curriculum Committee		
Faculty Senate		
Provost's Office		
Administrative Review		
Uploaded into Curriculum Archive		

Note: All items in the grid that are highlighted in red must be completed before a proposal can be included on a Curriculum Committee agenda.

New Skill Pack Proposal Name:

CONTEXTUAL INFORMATION	
Curriculum Committee Date	

Enter the month during which you expect this proposal to be presented to the Curriculum Committee. (See the deadlines by proposal type here and here.)

Name of Skill Pack	

Affiliated Program	

What degree program is this skill pack related to or based on? If none, enter N/A.

Skill Pack Description

This description will NOT appear in the Student Catalog. Write the program description with our Marketing Department in mind as the audience, using student-centered language. Describe what the students will do and learn.

Rationale

Explain the following: how offering this skill pack opens opportunities for Champlain students; the target audience for the skill pack; how it enhances or complements current program offerings.

Technology requirements for this program

Describe the technology requirements for this skill pack in general terms. If none, enter N/A.

Library Information needed

Identify any specific library resources that will be needed for this skill pack. Be sure Bethany Dietrich has been consulted. If none, enter N/A.

New course proposals matched to this new skill pack proposal: Are there any **new courses** being proposed for this skill pack? If yes, list them. Indicate the status of the new course proposals. Indicate the status of the new course proposals if they are already in development.

Course modification proposals matched to this new skill pack proposal: Are there any **course modifications** being proposed for this skill pack? If yes, list them. Indicate the status of the course modification proposals. Indicate the status of the new course proposals if they are already in development.

Course elimination proposals matched to this new skill pack: Are there any **course eliminations** affiliated with this minor? If yes, list them. Indicate the status of the course elimination proposals. Indicate the status of the new course proposals if they are already in development.

Impact on Other Programs: If there are any **course eliminations**, please **RUN AN IMPACT REPORT** (or ask for help from a member of the Curriculum Admin Group) for each course. List all of the **programs** that are impacted by this program modification, in particular, by course eliminations and modifications.

Getting Started

The "skill pack" concept starts with an understanding of the skills and knowledge domains that a graduate from the program would need to be successful in career and civic life.

Questions to Consider:
- What skills and knowledge do students in the current major explicitly gain?
- What skills and knowledge are employers asking for from students?
- What specifically should students know and be able to do as a result of their major?
- What major-specific skills and knowledge could be useful to students outside that major?
- Looking across the institution, what new kinds of interdisciplinary knowledge and skills could we build?

Formatting:
- The skill pack **Title** (in blue band) should be short uniquely descriptive of the skill pack.
- The skill pack **Description** (what students will be doing within the skill pack courses) and **Outcome** (what students will be able to do upon completion) should each be one sentence long.
- Use the prefix-dash-course number format for **Course Name** (i.e. BUS-110).
- The **Course Contribution to Overall LO** should be one sentence long.
- Indicate the **Competency** (or two or *maybe* three) that rises to a level three (talk to Pepin).
- Indicate the **Program Learning Outcomes** that are advanced by this course (if applicable); identify the program(s).
- Indicate the course **Prerequisites**. If an entire skill pack is prerequisite to courses in the (i.e. advanced) skill pack, indicate that as well (listing the individual courses in the skill pack). Use prerequisites as sparingly as possible!
- In the **Disposition** column use the drop-down menu to indicate if a course is a new one that needs to be built, an existing one that needs modification, or an existing one that is good as is.
- In the **Notes** column add anything else you'd like the world to know.

SAMPLE SKILLPACK (Illustrative Only)

Title:	**Entrepreneurship**						
Description:	Through hands-on activities, team-based projects, and the application of key business disciplines, students gain the skills to design, model, and launch viable enterprises, culminating in the creation of a comprehensive business plan.						
Outcome:	Students will be able to apply an entrepreneurial mindset and an understanding of business practices to generate, refine, and assess innovative ideas, and transform them into actionable business ventures.						
	Course Name	**Course Title**	**How Course Contributes to Overall LO**	**Competencies (Level 3):**	**Prerequisites:**	**Disposition:**	**Notes:**
Course 1:	BUS-110	Business and the Entrepreneurial Mindset	Students will identify business opportunities in a variety of contexts through an entrepreneurial mindset that combines an understanding of major business functions and their interrelationships, as well as self-inquiry and teamwork.	Integration Collaboration	none	Existing course - minor modification needed	
Course 2:	MGT-270	Business of Entrepreneurship	Students will use a lean start-up approach to develop innovative and viable business models and employ design thinking to manage the entrepreneurial process from concept to pre-launch.	Integration Analysis Creativity	Complete BUS 120 or MKT 110	Existing course - no modification needed	
Course 3:	MGT-370	Entrepreneurship: Creating New Ventures	From ideation, innovation, and opportunity recognition through industry research and competitive analysis, students formulate a vision of and business plan for a venture and evaluate it against resources and constraints of the business environment for feasibility and sustainability.	Integration Analysis Creativity	none	New course to be created	

		Title:	[Skill Pack Name]					
Description:								
Outcome:								
	Course No	**Course Title**	**How Course Contributes to Skill Pack LO**	**Competencies (Level 3)**	**PLOs (if applicable)**	**Prerequisites:**	**Disposition:**	**Notes:**
Course 1:							select an o… ▾	
Course 2:							select an o… ▾	
Course 3:							select an o… ▾	