

NEW PROGRAMS, PROGRAM CHANGES, AND PROGRAM SUSPENSIONS/ DELETIONS

University of the District of Columbia

FACULTY SENATE

Curriculum Proposal Guidelines: Program Offerings

The following procedure shall be used when any academic program is to be initiated or modified (program change, program deletion, and program suspension). It includes review by appropriate committees and academic administrators in a time frame that will allow expeditious action as indicated in the "Channel for Reviews." These procedures establish a system of primary review and approval at the level of department, program, and school, supplemented by a university-wide review system that ensures congruence with university objectives, resources, and desired academic Standards in accordance with the standards of the Middle States Commission on Higher Education.

I. PREPARING THE PROPOSAL

The academic unit shall provide the following information:

- A. Type of review requested:
 - 1. Review of existing program
 - 2. New program(s)
 - 3. Program deletion
 - 4. Program change
 - 5. Program suspension
- B. Description of proposed program change, course requirements, prerequisites, and syllabi as applicable.
- C. In reviewing a proposal for a new program, Program Coordinators, Department Curriculum Committees (DCC), Department Chairpersons in their transmittal role, College Curriculum Committees (CCC), College Deans, and the Academic Standards, Programs, and Policies Committee (ASPPC) of the University Senate will examine the course's feasibility in terms of the factors listed below. All applications shall address these factors, and all reviewers should include relevant commentary regarding these factors:
 - 1. Demonstration of need (including internal and external supporting data).
 - 2. Congruence with academic unit objectives and university mission.
 - 3. Avoidance of duplication or overlap with existing courses or programs.
 - 4. Relationship with other programs/departments/schools/colleges/ with written response from those concerned.

5. Standards of relevant accrediting agencies and/or professional societies.
6. Number of students immediately affected if relevant. Projected enrollment, if relevant.
7. Effect on students' development, employment, program effectiveness, or successful degree completion.
8. Adequacy and appropriate qualification of current faculty and support staff. Identify additional needs if any.
9. Adequacy of current facilities (offices, classrooms, labs, etc.).
10. Adequacy of supplies and equipment. Identify additional needs, if any.
11. Estimated costs, available funds and probable funding sources.
12. Adequacy of supportive library and technical resources.

- D. If the proposal is for program change(s), suspension, or deletion(s), the following information should be provided in addition to relevant items required in item C above.
1. The number of students served during the past 4 academic years, itemized by semester (include graduates, majors, non-majors in courses, etc.)
 2. Rationale for proposal.
 3. Probable impact on unit.
 4. Faculty and staff affected.
 5. Impact on students.
 6. Plans for students' successful completion.

- E. Proposed date of implementation.

II. SUBMISSION OF PROPOSALS AND COMMENTS TO ASPPC

- A. Once a new program, program change, or program deletion has been approved by the College Dean, one (1) hard copy of the proposal (along with comments from appropriate levels, and with Transmittal Form with appropriate signatures as the cover sheet) shall be submitted by the initiator to the Chair of the ASPPC.
- B. An electronic copy of the proposal, in the form of a locked document (e.g., PDF file) shall also be submitted to the Chair of the ASPPC, who will then ensure that this electronic copy is posted on the ASPPC's Blackboard site for review by the entire ASPPC.
- C. If timely action cannot be met at any level, the authority at that level must promptly inform all involved parties, including the ASPPC Chair. The ASPPC shall monitor such delays and make determinations on disposition of the proposal.

III. CHANNEL FOR REVIEWS

- Step 1: Initiator (originator)
 Step 2: Department Curriculum Committee (DCC)
 Step 3: Department as a whole
 Step 3: Transmittal to the Dean by the Department Chair
 Step 3: School/College/Division Curriculum Committee through the Dean

Step 4: School/College/Division Dean/Director

NOTE: When proposals are initiated above the department level, they shall be returned to the appropriate department and forwarded through Channels for Senate Review and recommendation. Faculty and departments should be contacted regarding issues which transcend programs/departments.

Step 5: Academic Standards, Programs, and Policies Committee of the Faculty Senate

Step 6: Faculty Senate

Step 7: Provost

Step 8: President (if required)

Step 9: Board of Trustees

NOTES:

The initiator is responsible for monitoring the progress of the proposal. Initiators should keep in mind that an application must arrive at the ASPPC with all appropriate approval signatures according to the time-frame of Section IV, Calendar Deadlines. Initiators should begin at the Department and College levels early in the semesters prior to the ASPPC deadlines. At the time of the Program Change Proposal initiation, the initiator shall notify the ASPPC that a program change is being proposed, and a brief (one-page) summary should be included with that notification.

If program changes are not approved by the majority of appropriate program faculty, they should not proceed to the faculty senate or its committees. If any other level other than the program faculty transmits program changes directly to the Faculty Senate, the program change request will be remanded to the appropriate program faculty for consideration.

If there is a disagreement between the recommendations of the department/program and the college/school levels, then there should be an attempt made to reconcile their differences before the submission of the proposal to the ASPPC. If the differences cannot be reconciled within a two week period time-frame, then both sides must be prepared to submit both written and oral recommendations to support their arguments before the ASPPC. The Faculty Senate will make a final ruling on any dispute. The originating department faculty should be kept abreast of all of these deliberations by the various levels.

If, at any time, the Program Change Proposal is withdrawn, the initiator shall inform the ASPPC of that action. If the initiator feels that timely action has not been taken at any level, and no adequate written explanation has been received, the initiator may alert the ASPPC, which may then take responsibility for the application.

Recommendations for changes in programs and academic requirements must be approved by the Provost and the Board of Trustees. Certification programs do not require board approval.

IV. SUGGESTED CALENDAR DEADLINES

- A. Proposals for new programs and program changes must be submitted to the ASPPC with all required signatures by the end of October of the Fall Semester preceding the proposed Fall Semester implementation. Proposals will be considered in order of submission and action will be taken as time permits.

- B. Proposals for new programs and program changes must be submitted to the ASPPC with all of the required signatures by the end of February of the Spring Semester preceding the proposed Spring Semester implementation. Proposals will be considered in order of submission and action will be taken as time permits.

- C. Program Change Proposals received by the ASPPC will be reviewed within six weeks, and recommendations will be presented to the full Senate. The full Senate will vote on the proposal at the successive Senate meeting, or within four weeks, whichever comes later.

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UNIVERSITY OF THE DISTRICT OF COLUMBIA
FACULTY SENATE
ACADEMIC PROGRAMS
TRANSMITTAL FORM

TYPE OF REVIEW REQUESTED _____

Chair, Department Curriculum Committee Date

Transmittal by Department Chair on behalf of the Program Unit Faculty¹ Date

Chair, College/School Curriculum Committee Date

College/School Dean/Director Date

Chair, ASPPC, Faculty Senate Date

Chair, Faculty Senate Date

Provost Date

University President (if required) Date

Chair, Board of Trustees Date

February 15, 2012. Academic Standards, Programs, and Policies Committee (ASPPC), Faculty Senate.

¹ By majority vote of the faculty