

Kean University

Kean Digital Learning Commons

Evidence Inventory

2021

New Degree Program Procedures

Kean University

Follow this and additional works at: https://digitalcommons.kean.edu/evidence_inventory

Recommended Citation

Kean University, "New Degree Program Procedures" (2021). *Evidence Inventory*. 287.
https://digitalcommons.kean.edu/evidence_inventory/287

This University Document is brought to you for free and open access by Kean Digital Learning Commons. It has been accepted for inclusion in Evidence Inventory by an authorized administrator of Kean Digital Learning Commons. For more information, please contact learningcommons@kean.edu.

New Degree Program Procedures

Abstract

New Degree Program Procedures

Keywords

degree, program procedures, Standard VII

APPROVAL PROCESS:
New Undergraduate Degree Program and Graduate Degree Program Documents
(This is the sequence which must be followed for new programs)

Note: The author of the document and/or selected representative(s) are ultimately responsible for ensuring that the program document and its corresponding transmittal are transferred through each successive stage of this process.

A. School/Departmental Approval

Faculty prepare a program document and present it for approval first by the School/Department Curriculum Committee and then for approval by the entire full-time faculty of the School/Department. As part of the approval process by the School/Department, a vote tally of full-time faculty (i.e., number of faculty approving, not approving, and abstaining from vote for the program) must be submitted either on the transmittal form or as part of the curriculum document. The name and title of the individual responsible for documenting the vote should be noted on the transmittal form and/or curriculum document. The University Curriculum Committee will not receive the document for consideration until all Programs/Departments reasonably expected to potentially be affected have been notified of and received a copy of said document, as attested to by signature on the transmittal form. Further, all Programs/Departments have the responsibility to monitor the activities of the UCC and review any documents submitted to the UCC for potential impacts upon them. Any Program/ Department which feels it is being impacted by a proposed document has the obligation to bring its concerns to the UCC in its regular meetings, said concerns to be submitted both in person at the meeting and in writing beforehand.

AND

If the proposed degree program is to include significant participation by other Schools/Departments/Programs or institutions, then the program developers simultaneously submit the program document to those Schools/Departments/Programs or institutions for their approval, first to their respective curriculum committees, then to the entire full-time faculty of the affected School/Department/Program.

As part of the approval process by the affected Schools/Departments/Programs, a vote tally of full-time faculty (i.e., number of faculty approving, not approving, and abstaining from vote for the program) must be submitted either on the transmittal form or as part of the curriculum document. The name and title of the individual responsible for documenting the vote should be noted on the transmittal form and/or curriculum document. The University Curriculum Committee will not receive the document for consideration until all Programs/Departments reasonably expected to potentially be affected have been notified of and received a copy of said document, as attested to by signature on the transmittal form. Further, all Programs/Departments have the responsibility to monitor the activities of the UCC and review any documents submitted to the UCC for potential impacts upon them. Any Program/ Department which feels it is being impacted by a proposed document has the obligation to bring its concerns to the

UCC in its regular meetings, said concerns to be submitted both in person at the meeting and in writing beforehand.

B. Approval of the Dean(s)

The author of the document and/or selected representative(s) submits the new program document to the appropriate College Dean(s). If the new program involves Schools/Departments from more than one College, then Deans from these respective Colleges should also sign. In the case of graduate programs, the program document is simultaneously submitted to the Graduate Dean for review and action.

C. General Education (GE) Committee Approval (for undergraduate programs)

Following approval by the Dean(s), new major program documents at the undergraduate level must be submitted to the General Education Committee for review and action. These documents must include copies of the proposed student guide sheet(s). Of particular interest to the Committee are encumbered courses listed under the heading of "General Education."

D. University Curriculum Committee Approval

The author of the document and/or selected representative(s) must present the program document to the University Curriculum Committee for review and action.

E. University Senate Approval

The Chair of the University Curriculum Committee submits the program document to the University Senate for review and action.

F. Presidential Approval

The University Senate submits the program document to the Office of the Provost, which serves as the representative of the President and arranges for his or her action on the program document.

G. Provost Action

In keeping with State statutes, the Provost's Office issues a program announcement (PA) to all other institutions of higher education in the State in order to provide an opportunity for their comments on whether the program is unduly expensive and/or duplicative or exceeds the institutional mission.

H. Board of Trustees Approval

The President submits the program document to the Chair of the Board of Trustees for Board action.

The above steps constitute the curriculum process internal to the University that all proposed new programs must follow. Initiators of new programs, in consultation with the Office of the Provost must also follow an external curricular process governed by the NJ Presidents' Council and the Academic Issues Committee (AIC). For the most updated information regarding this external curricular process, initiators of new programs should consult the most recent version of the AIC manual (<http://njpc.org/documents/aic-manual-2016-17/view>) and a representative from the Provost's Office. The general steps for this external curricular process are listed below. Readers are advised that the timing and sequence of some of these steps (e.g., securing of consultant) may be influenced by additional factors such as accreditation standards for the proposed new program.

- As proposed new programs approach the end of the internal curricular process, the School/Department sponsoring the new program should consult with the appropriate Dean(s) and the Provost's Office to secure an outside consultant to review the proposed program. Requirements for selection of the outside consultant are provided by the New Jersey Presidents' Council and can be found in Appendix D of the AIC manual. The consultant prepares a written report as required by the Presidents' Council. The AIC manual outlines requirements for this report.
- Following the issuance of the consultant's report, the sponsoring School/Department for the new program, in conjunction with the Dean(s) of the appropriate College(s) and the Office of the Provost develops an institutional written response to the consultant's report.
- The Office of the Provost presents the program document, together with the consultant's report, the institutional response to this report, and the summary of responses to the program announcement, to the Academic Issues Committee for recommendation to the Presidents' Council.

Sample Cycle: New Degree Program Approval Process Implementation Cycle

1. Preliminary Discussion within School/Department and College Dean (Also Graduate Dean if a graduate program).	Expected preparation time will vary
2. Meeting with Provost's Office to discuss/plan for program	
3. Meeting with UCC Chair or designee to discuss curriculum approval requirements and timelines.	
4. Program document written.	
5. School/Department and impacted Departments'/Schools' Curriculum Committee(s)' review and approval	Approximately 5 months to this point
6. Department's/School's and impacted Departments'/Schools' review and approval	
7. Response and approval by appropriate Dean(s)	
8. Submission of document to University Senate office (for circulation to appropriate committees)	Approximately 6 months to this point
9. Submission to General Education (GE) Committee, if appropriate: Review and action by GE Committee	