

CURRICULUM AND EDUCATIONAL POLICY COMMITTEE
DEVELOPMENT OF NEW PROGRAMS AND DEGREES

This statement about the development of new programs and degrees is composed of six sections:

- Part I:** The Curriculum and Educational Policy Committee responsibilities.
- Part II:** CEP role in decisions related to academic programming and policy.
- Part III:** The process for the development of new programs and degrees.
- Appendix A:** New program proposal guidelines
- Appendix B:** Cover Page
- Appendix C:** Flow chart for the Development of New Programs

Part I: CURRICULUM AND EDUCATIONAL POLICY COMMITTEE (CEP) RESPONSIBILITIES:

- A. Discussing and developing proposals for emerging academic issues relating to curriculum development, approval and evaluation, course requirements, long and short-range plans for curriculum, general education requirements, and evaluation of academic programs;
- B. Reviewing educational standards and policy;
- C. Determining educational admissions standards (probation, athletics, etc.);
- D. Establishing and maintaining the General Education Subcommittee.¹

Part II: CEP ROLE in DECISIONS RELATED to ACADEMIC PROGRAMMING and POLICY

- A. **ITEMS REQUIRING A VOTE FROM BOTH CEP AND FACULTY FORUM PRIOR TO FORMAL RECOMMENDATION TO THE**

¹ Quoted from *Dominican University Committee/Governance Structure, effective Spring 2004.*

PROVOST COUNCIL, PRESIDENT’S EXECUTIVE COUNCIL AND PRESIDENT:

- 1. New programs consisting of:**
 - a. Majors.*
 - b. Credential programs.*
 - c. Degrees (e.g., MA, MS, MBA, MPA, PsyD, EdD, etc.).*
 - d. Majors or degrees with curricula from more than one School require Deans’ approval from all participating Schools prior to submission to CEP.*
 - e. Joint degrees with other academic institutions.*
 - f. Cooperative programs with other organizations.*
- 2. General Education curricular and policy changes.**
- 3. Academic policy that impacts undergraduate or graduate students.**
Changes in academic policies at the Program or School level are approved by the Chair, Dean, and Provost, not by CEP.
- 4. Significant changes to existing majors or degrees.** *“Significant changes” is defined as changing 50% or more of the courses in a major or degree.*
- 5. Programs that require submission for approval to WASC’s Substantive Change Committee.**
- 6. New minors.**

B. ITEMS PRESENTED TO CEP FOR INFORMATION PRIOR TO PRESENTATION TO FACULTY FORUM FOR INFORMATION:

- 1. Information items are submitted to CEP in writing.** *CEP reserves the right to request clarification regarding these items. This clarification may include invitations of the Chair and Dean to present the item in person at a CEP meeting. CEP also reserves the right to reclassify an “information only” item as one requiring review and vote or to reclassify an “action” item as information only.*
- 2. School level curricular revisions that have been approved by the School’s faculty, Chair, Dean, and Provost.** *Joint academic programs offered by more than one School require approval of all participating Schools.*
 - a. Review and provide advisory comment on School’s Strategic Academic Plans.*
 - b. Changes to curriculum following DUC Program Review that require less than a 50% change.*
 - c. Certificate programs.*

- d. Emphases or concentrations within majors.
- e. Delivering approved majors or degrees off-campus that do not require approval as a WASC substantive change.
- f. Study Abroad Programs. *Departments and Schools representing the disciplines taught approve courses offered in Study Aboard Programs. Faculty teaching courses in Study Abroad Programs are supervised by the sponsoring academic department(s).*

- 3. **General Education Subcommittee minutes.** *General Education Subcommittee minutes are included with CEP minutes when sent to the Provost's Office for posting on the University website.*

C. SCHOOL LEVEL CURRICULAR DECISIONS THAT DO NOT COME TO CEP FOR APPROVAL OR INFORMATION.

- 1. **Strategic Academic Plan for the School.**
- 2. **New and revised courses that do not meet the “significant change” definition described above.**
- 3. **Policies related to curriculum at the School level.**
- 4. **A major or degree that changes less than 50% of its student learning outcomes.**

Part III: PROCESS for the DEVELOPMENT of NEW PROGRAMS and DEGREES

A. CONCEPT PHASE

- 1. **Faculty members, in collaboration with Chairs and Dean develop a concept paper for a new program or degree.**
 - a. Who is involved in the concept development?
 - i. New majors, new curricula and significant changes to existing curricula require Chair's, Dean's, and Provost's approval prior to presentation at the Provost Council.
 - ii. New general education requirements require the Provost's approval prior to presentation at the Provost Council.
 - b. What is contained in a concept paper?
 - i. What is the concept for this new program or degree?
 - ii. Why is the new program or degree needed?
 - iii. How will this concept further the University mission and the strategic plans for the School and the University?
- 2. **Chair and Dean present the concept paper to the Provost.**

- a. Upon the Provost's recommendation, the concept moves to the Provost's Council.
- 3. Dean or Chair presents the concept to the Provost's Council.**
 - a. Postponed or delayed concepts receive no further development.
 - b. Approved concepts move to the Development Phase.

B. DEVELOPMENT PHASE

- 1. A program proposal, following the New Program Proposal Guidelines (see Appendix A attached) is developed by faculty members at the School or Division level. Each proposal must respond to all sections of the proposal guidelines.**
- 2. All steps in the Proposal Guidelines are completed. New programs and degrees must have written approval of Chair, Dean, and Provost prior to scheduling a review by CEP.**
- 3. Written proposal with completed Cover Page (see Appendix B attached) is submitted to the CEP for review and approval.**
 - a. CEP may approve proposal as is or may recommend revisions before approval.
 - b. CEP may recommend review by other committees, depending upon the program's requirements.
 - c. CEP approved proposals move to the Approval Phase. *CEP sends written recommendation to the Faculty Forum.*
 - d. CEP approved proposals are stored in the CEP site on the Dominican Intranet.

C. APPROVAL PHASE

- 1. New program or degree seeks approval from Faculty Forum.**
 - a. If Faculty Forum does not approve, the new program or degree is returned to CEP for further discussion; revised proposal will need Faculty Forum approval.
 - b. If Faculty Forum approves, the new program or degree is forwarded to the Provost Council for approval. *Faculty Forum sends written recommendation to the Provost Council.*
- 2. New program or degree seeks approval from Provost Council.**
 - a. If Provost Council does not approve, new program or degree is returned to CEP for additional discussion; revised proposal will need Faculty Forum approval before returning to the Provost Council.
 - b. If Provost Council approves, new program or degree is forwarded to the Provost for approval.

3. **New program or degree seeks approval from the President's Executive Council (PEC).**
 - a. If PEC does not approve, new program or degree is returned to CEP for additional discussion; revised proposal will need Faculty Forum and Provost Council approval before returning to the Provost.
 - b. If PEC approves, new program or degree is forwarded to the President for approval. *The Provost sends written recommendation to the President. The Provost has the discretion to refer new minors on to the President.*

4. **New program or degree seeks approval from the President.**
 - a. If President does not approve, new program or degree is returned to CEP for additional discussion; revised proposal will need Faculty Forum, Provost Council, and PEC approval before returning to the President.
 - b. If President approves, a **new program** moves to Announcement Phase. *The Provost provides written confirmation to the Faculty Forum indicating final approval of new programs.*
 - c. If President approves, a **new degree** is forwarded to the Trustee for approval.

5. **New degree seeks approve from the Trustees.**
 - a. If the Trustees approve, the new degree moves to the Announcement Phase. *The Provost provides written confirmation to the Faculty Forum indicating final approval of new degrees.*

D. ANNOUNCEMENT PHASE

1. **Announcement of new program or degree to the campus and community**
 - a. Notice to the Operations Manager, who will notify:
 - i. VPSL&EM and Admissions Team
 - ii. Marketing and Public Relations
 - iii. Registrar
 - iv. Deans: A&S, BE&L
 - v. Library
 - vi. Future Faculty Catalog file

Appendix A:

NEW PROGRAM PROPOSAL GUIDELINES

All new curriculum proposals should include the following information.

1. Completed Cover Page.
2. Overview of proposal which includes:
 - a. Rationale
 - i. A general statement why the program is being proposed.
 - ii. How this program relates to the Mission of the University.
 - iii. How this program relates to the Vision of the University.
 - b. Competition
 - i. Define the competition
 - ii. Describe similar programs offered including where they are offered, what is being offered, and current student enrollment.
 - c. Sources of Prospective Students
 - i. What is the pool of prospective students?
 - ii. What evidence do you have that this student pool's need for a program such as this is not being met?
 - d. Partnership/Collaborative Efforts
 - i. What partners, if any, would be expected to feed students into the program?
 - ii. What joint ventures, if any, are being proposed and what resources would each bring that would make collaborative efforts advantageous?
3. School Strategic Academic Plan (SIP)
 - a. Describe how the new program supports the SAP of the School.
4. Strategic Institutional Plan (SIP)
 - a. Describe how the new program supports the SIP of the University.
5. Institutional Resources
 - a. Describe the current resources the institution has in place to support the new program (Registrar functions, Financial Aid, Business Services, faculty expertise, administrative support, etc.).
 - b. Describe additional resources needed to implement and sustain the program (Registrar functions, Financial Aid, Business Services, faculty expertise, administrative support, etc.).
 - c. Provide documentation of discussion with The Ops Group regarding this program.
6. Library and Information Services Support

- a. Describe the Library resources we currently have that would support this program.
 - b. Describe the Library resources the institution would need to acquire in order to support this program adequately.
 - c. Describe the information technology services currently available to support the program and additional resources needed.
 - d. Provide documentation of discussion with the Library regarding this area.
7. Marketing and Recruitment
- a. Conduct market research and a program feasibility study and provide data obtained.
 - b. Identify prospective pools.
 - c. Develop a marketing strategy.
 - d. Describe admissions and recruiting resources available.
 - i. Outline staffing needs regarding recruiters and whether there would be a need for additional hires or if staff workload would be increased.
 - ii. Provide documentation of discussion with the Admissions Office regarding this area.
 - e. Provide a strategy for assessment of the marketing plan for effectiveness.
8. Program specifics delineating:
- a. Admission requirements.
 - b. Curriculum development, including brief course descriptions
 - c. Selection of appropriate delivery system.
 - d. Program Student Learning Outcomes (PSLOs) and Course Student Learning Outcomes (CSLOs).
 - e. Ways this program addresses diversity issues.
 - f. Assessment strategies.
9. Budget
- a. Provide a budget with detailed three-year implementation timeline.
 - i. Indicate projected revenue streams.
 - ii. Provide sequence of semester-by-semester implementation of curriculum.
 - iii. Project flow of student into/through the program.
10. Appendices

Appendix B:

COVER PAGE

**SUBMISSION of a NEW PROGRAM or DEGREE to
CURRICULUM AND EDUCATIONAL POLICY COMMITTEE**

Complete Title of Program: _____

Date Submitted: _____

_____ **Date the concept for this new program was approved by the
Provost Council.**

Prior to submission to CEP, all required signatures must be obtained.

Department/Program Chair

Date

Dean

Date

For curriculum proposals involving collaboration of two schools, the signature of the second dean is also required:

Dean

Date

CEP Action Requested:

___ Presented for CEP Approval
___ Presented for Information Only

CEP Action Taken:

___ Request for revision or more information (see attached explanation):

_____ Date scheduled for resubmission

___ Approved to send to Faculty Forum

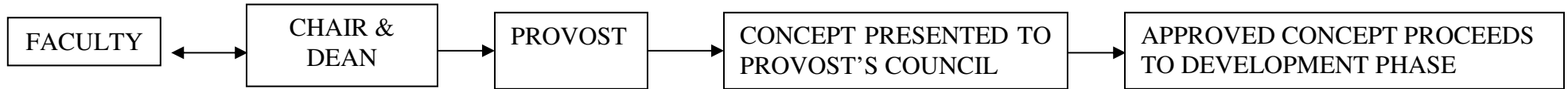
___ Not approved

CEP Chair

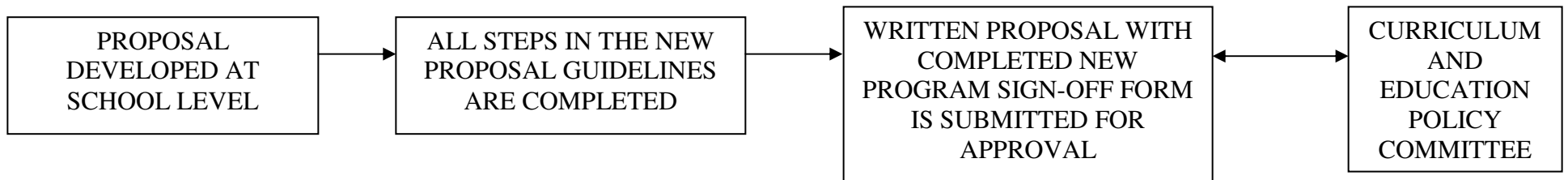
Date

Appendix C: PROCESS FOR DEVELOPMENT OF NEW PROGRAMS AND DEGREES

I. Concept Phase



II. Development Phase



III. Approval Phase



IV. Announcement of New Program to Campus and Community