

2-10-2011

DOC 2012-05 Undergraduate Degree Program Proposal Process: Amendment to Senate Document 94-10

University of Dayton. Office of the Provost

University of Dayton. Academic Senate. Executive Committee

Follow this and additional works at: https://ecommons.udayton.edu/senate_docs

Recommended Citation

University of Dayton. Office of the Provost and University of Dayton. Academic Senate. Executive Committee, "DOC 2012-05 Undergraduate Degree Program Proposal Process: Amendment to Senate Document 94-10" (2011). *Senate Documents*. 203.
https://ecommons.udayton.edu/senate_docs/203

This Article is brought to you for free and open access by the Academic Senate at eCommons. It has been accepted for inclusion in Senate Documents by an authorized administrator of eCommons. For more information, please contact frice1@udayton.edu, mschlangen1@udayton.edu.

PROPOSAL TO THE ACADEMIC SENATE

TITLE: Undergraduate Degree Program Proposal Process: Amendment to Senate Document 94-10

SUBMITTED BY: Office of the Provost and the Executive Committee of the Academic Senate

DATE: February 10, 2011

ACTION: Legislative Authority

REFERENCE: Constitution of the Academic Senate of the University of Dayton
Article II. B. 1. a

1.0 Nature and Rationale

Article II. B. 1 of the Constitution of the Academic Senate indicates that the Senate has the right to initiate and formulate academic and educational policies which have university-wide impact as determined by the Academic Senate. It further states that the Senate can make policies that apply across the university. Senate Doc 94-10 titled “Initiation, Suspension, Reactivation, and Discontinuance of Undergraduate Degree Programs” establishes guidelines for initiating new undergraduate degree programs. In December 2010, the Academic Policies Committee of the Academic Senate identified the need for an updated outline of the steps for approval, as well as a list of procedures pertaining to the senate’s review of newly proposed undergraduate degree programs.

During January 2011, it was noted that the process described in Doc 94-10 was becoming outdated and should be amended. The Office of the Provost and the Executive Committee of the Academic Senate developed this overview of guidelines in the form of the **Undergraduate Program Proposal Process** (form attached below). These guidelines are for use by an academic unit as they prepare a proposal for a new degree program or major. This form outlines the steps a unit will undertake as they prepare the new undergraduate program proposal, it specifies the elements to be discussed within the proposal, and it outlines the approval process.

The procedures and needed information outlined in the current document should be considered in place of the Appendix A of Senate Document 94-10. The academic unit will also reference related Senate Doc 94-10 “Initiation, Suspension, Reactivation, and Discontinuance of Undergraduate Degree Programs”. That document provide additional detail to guide the development of proposals for new degree programs. If approved, these guidelines will be added to DOC I-07-05 “Processes and Procedures of the Academic Senate” under section VII.C3.

2.0 Proposal

Appendix

Undergraduate Program Proposal Process

Any University of Dayton academic unit desiring to introduce a new undergraduate major or degree will develop a Program Proposal which must be reviewed and approved via the process detailed below before formal submission to the University Registrar.

THE PROGRAM PROPOSAL PROCESS

The Program Proposal should address, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the following:

1. Rationale for the new program, definition of the focus of the program and a brief description of its disciplinary purpose and significance, including unique features of the program (e.g., international study, service learning, research, etc.).
2. Prospective enrollment, including supporting evidence.
3. Efforts to attract and retain students from underrepresented groups.
4. Evidence of need for the new major or degree, including the opportunities for employment of graduates.
5. Identification and discussion of similar programs at the University and peer institutions.
6. Description of the proposed curriculum.
7. Availability and adequacy of the staff, faculty, information resources, and facilities, including library resources. Administrative arrangements for the proposed program should also be discussed.
8. Projected additional investment associated with the program and evidence of institutional commitment and capacity to meet this financial investment. The proposing unit will consult with the Office of the Provost for financial analysis.

THE APPROVAL PROCESS

While units may have additional and varied requirements, the following are the necessary steps for approval of the program proposal.

1. College or School
2. Academic Senate
3. Provost → Provost Council
4. President → President's Council
5. Board of Trustees

Early consultation with the Provost's office is expected prior to formal submission of a proposal to begin the approval process. In addition to the proposal, letters of endorsement and documentation of consultation with departments or units (where appropriate) should be included. Additional supporting documents may be included. Each step above may require a response document addressing concerns raised before approval is granted. If significant changes are made, the proposal will be returned to the Senate for additional review.