**Unit Curriculum Committee Tips – Program Proposals (New & Substantial Changes)**

<u>Faculty Senate Curricular Resources – Documents Posted on Faculty Senate Website:**</u>

• *Cover Sheet for Proposals for New Academic or Research Endeavors* – must accompany proposals for new programs (also appears as first page of guidelines/standards documents below)

• *Guidelines for Proposals for New Academic or Research Endeavors* – required format for new program proposals

• *Guidelines for Proposals to Substantially Revise an Academic or Research Endeavor* – required format for significant changes to existing programs

• *Substantial Revisions to Existing Academic and Research Endeavors: Approval Process and Definition*:  – includes definitions and examples of substantial changes

• *Guidelines for Proposals to Terminate an Academic or Research Endeavor* – required format for termination requests (no contest and contested terminations)

• *Guidelines for Proposals for Academic Minors* – required format for new minor proposals; describes the standards for minors (e.g. number of credit hours)

• *Guidelines for Proposals for Undergraduate Certificate Programs* – required format for new undergraduate certificate proposals; describes the standards for undergraduate certificates (e.g. requirement for integrative learning component, number of credit hours)

• *Standards for Certificates of Graduate Study* – standards and application process for Certificates of Graduate Study; proposals should follow the format for New Academic or Research Endeavors

• *Process for Academic Department & Program Name Change* – approval process for name changes; includes department, program (e.g. major), tagged degrees, and prefixes

• *Procedure for Course Mediation Process* – arbitration process for course action disputes

• *Timeline for Policy & Proposal Review Process* (updated yearly) – an important document for faculty planning to submit new program proposals

• *Transmittal Routing Process* – a "map" of the approval path for new programs (and other Faculty Senate items)

**All documents listed above are available here: <u>http://www.uvm.edu/faculty_senate/curricular_resources</u>

<u>New Program Proposals</u>
• All sections in the proposal guidelines must be addressed
• An abstract that will be circulated to the faculty is required (see proposal guidelines)
• New courses that will be part of the proposed program should be submitted in CourseLeaf; contact the CAC Chair if a new course prefix is required

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 (updated May 2023)

- Letters of support from any potentially affected Units/Departments/Programs must accompany the proposal
- Proposals must be sent from the Dean's office to the Vice Provost for Academic Affairs & Student Success for submission
- Approval process prior to submission:
  - Department
  - Unit Curriculum Committee
  - Dean's office (following vote by Unit faculty)
- New programs may be advertised AFTER they have been approved by the Board of Trustees
- Timing notes:
  - the timeline outlined in the Timeline for Policy & Proposal Review Process is a "best-case scenario;" be aware that delays can occur for various reasons
  - abstracts must be circulated to the faculty and Deans for comment a minimum of 15 days prior to discussion by the CAC
  - it takes time for the proposal to be cataloged and given a tracking number by the Provost's office before it reaches the Faculty Senate office
  - CAC review subcommittees often have questions for proposers; quick responses by proposers can help prevent delays in the approval process
  - to be included in the next year's Catalog, programs must be approved by the Board of Trustees at the February meeting
  - proposals approved by the Board of Trustees at the May meeting may be included in the Catalog addendum; the Unit's Dean's office should communicate with Kerry Castano in the Provost's Office to ensure it happens
- Other logistical stuff
  - proposers do not attend the CAC meetings where their proposals are discussed
  - the proposers (or an appropriate representative) SHOULD attend the Faculty Senate meeting where their proposal is brought to the floor for a vote
  - if changes are made to a proposal in discussions with the CAC review subcommittee, the proposal should be revised, and an updated version sent to the chair of the CAC and the review subcommittee
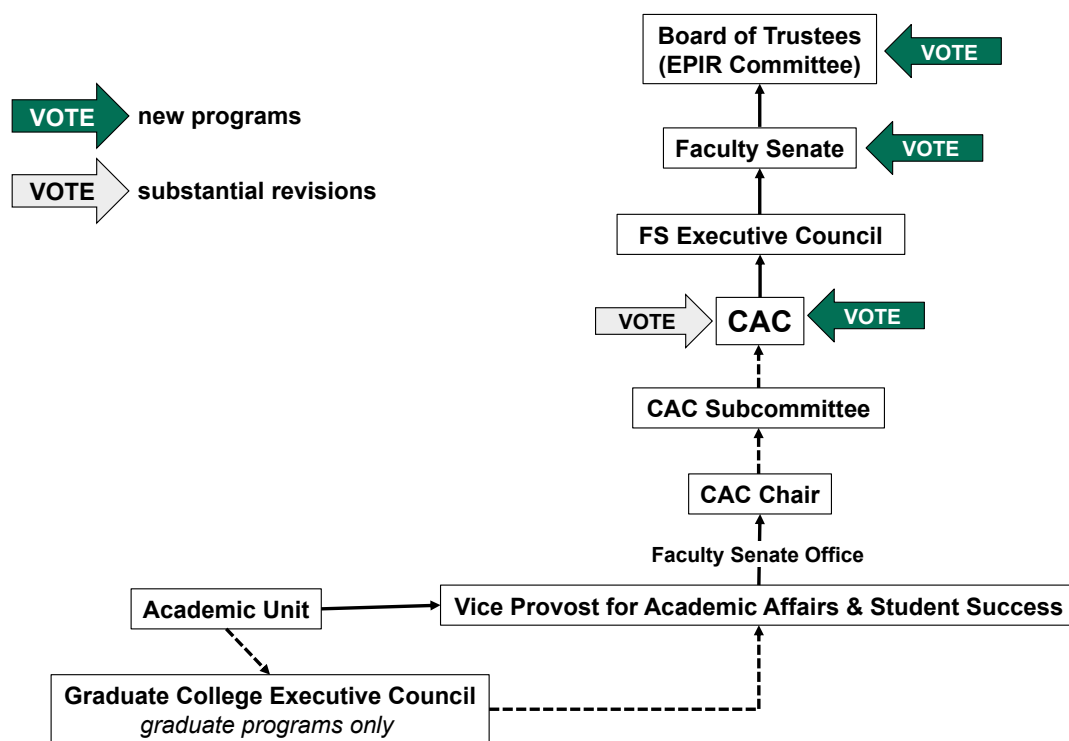

Proposals to Substantially Change an Existing Program
- The *Substantial Revisions to Existing Academic and Research Endeavors: Approval Process and Definition* document posted under Curricular resources on the Faculty Senate website provides examples and guidelines for determining if curricular changes should be reviewed by the CAC
- In order to meet Catalog deadlines for the next academic year, all Substantial Revisions must be approved by the CAC by the March meeting.
- Address all sections in the proposal format guidelines; if a section does not apply, just put "Not Applicable"
- New concentration and concentration elimination proposals may be in the form of a memo that addresses all relevant components of the *Guidelines for Proposals to Substantially Revise an Academic or Research Endeavor*
- Proposals should be sent from the Dean's office to the Vice Provost for Academic Affairs and Student Success
- Approval process prior to submission:
  - Department
  - Unit Curriculum Committee
  - Dean's office (following vote by Unit faculty)
- Depending on the nature of the changes, proposals may or may not require review by a CAC subcommittee
- Changes may be publicized AFTER they are approved by the CAC and shared with the Faculty Senate

(updated May 2023)

Common Issues
• Special Topics courses CANNOT be a <u>required</u> course for any program
  *Note – Special Topics courses can be listed as options for fulfilling program requirements.  However, students must be able to complete the program without taking a Special Topics course.  If it is not possible to complete the program requirements without taking a Special Topics course, then the Special Topics Course(s) are, by default, required.*
• Minors and undergraduate certificates must meet the credit hour requirements (see standards documents) • Signed letters of support from all necessary parties must be submitted with the proposal
• Don't hesitate to contact the CAC Chair if you or faculty in your unit have questions!
     http://www.uvm.edu/faculty_senate/curricular_affairs_committee

**VOTE** ▶ new programs

**VOTE** ▷ substantial revisions

Board of Trustees (EPIR Committee) ◀ **VOTE**
↑
Faculty Senate ◀ **VOTE**
↑
FS Executive Council
↑
**VOTE** ▷ **CAC** ◀ **VOTE**
↑
CAC Subcommittee
↑
CAC Chair
↑
**Faculty Senate Office**

Academic Unit → Vice Provost for Academic Affairs & Student Success
↓
Graduate College Executive Council
*graduate programs only* ------→

**Unit Curriculum Committee Tips – New Courses & Course Changes**

• Pre-Requisites
  - 1000-level courses should NOT have pre-requisites (exceptions include degree restrictions and course sequence requirements)
  - 2000-level courses require at least one pre-requisite course at the 1000-level or above; 3000-level courses require at least one pre-requisite course at the 2000-level or above

• Special Topics Courses
  - must be submitted for a permanent number after three offerings
  - it is the Unit/Program's responsibility to ensure that courses offered more than three times go through a full review process to be assigned permanent numbers

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- Cross-Listed Courses
  - CourseLeaf forms for all cross-listings must be submitted simultaneously - attach memos of support from all departments

- Overlapping Courses
  - faculty proposing new courses and unit curriculum committees are responsible for checking for courses with potentially overlapping content
  - go to the Course Directory (http://www.uvm.edu/academics/courses/) to search by key word and course prefix
  - communicate with faculty/departments that offer courses with potential overlap (include e-mails/memos as attachments to the CourseLeaf form)
  - describe/explain how the new course is unique compared to existing courses with potential overlap

- Checking Approved Courses
  - go here: https://catalog-next.uvm.edu/courseleaf/approve (CourseLeaf page > "Approve a Course Change Form")
  - in the "Your role:" drop-down menu, choose Public Comment

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