NEW PROGRAM PROPOSAL PROTOCOL

Process Category: Academic Affairs

Responsible Office: Office of Academic Affairs

Related Policy: Board of Regents P10.04.020. Degree and Certificate Program
                           Approval. University Regulation R10.04.020. Degree and
                           Certificate Program Approval.

I: Scope

This process applies to all proposals for new degrees and certificates to be offered by UAA. It streamlines the process, from proposal through implementation, which includes internal processes, such as curriculum review, and external processes, such as for the Board of Regents and the Northwest Commission on Colleges and Universities.

II: Overview

All degree and certificate programs must be approved through the UAA internal process and then by the Board of Regents, and they must be acknowledged by NWCCU prior to being implemented. The exceptions are Occupational Endorsements, Workforce Credentials, and Graduate Certificates, which do not need BOR approval, as the approval authority is delegated by the president to the chancellor.

To be included in the next year's catalog, proposals typically must be on the November or February BOR meeting agenda.

III: Criteria

Proposals for degrees and certificates must address and will be reviewed based on the following: relevance to UAA's mission, intended audience, demand for the program, planned modality, student opportunities and supports, relationship to other programs at UAA and in the UA System, and resource implications.

IV. Procedure

A. **Initiate Discussion with the Dean**: The faculty discuss the idea for a new program with the dean. If the dean supports the idea and is satisfied with the documentation and information, the dean requests the below meeting with the provost.

B. **Meeting with the Provost:** There will be a meeting with the faculty lead/program, provost, dean, vice provost for Academic Affairs and Institutional Effectiveness, and the appropriate associate or assistant dean. The program and college should be ready to respond to questions about the nature of the program, how it builds on or complements other programs at UAA or in the UA System, whom it is designed to serve, evidence of

student demand and state needs, and any resource implications. This meeting is to determine if the provost generally supports moving forward. It is not an "approval" of the program. Academic Affairs will send a follow up email to the dean to confirm the provost's support for the proposal to move forward.

C. **Curriculum Process and Documents:** If the provost approves the proposal to move forward, the following must be submitted to the appropriate entities using the electronic curriculum management system. Because any new courses, the program catalog copy, assessment plan, and Sample Plan (undergraduate programs only) must go through several levels of review, it is critical to initially focus on them as the top priority.
   a. New courses, if any (CIM System; reviewed up through Faculty Senate);
   b. Program catalog copy (CIM System; OAA will create the initial shell for the faculty to then use; reviewed up through Faculty Senate);
   c. Academic Assessment Plan (CIM System; reviewed up through the Academic Assessment Committee and on the Faculty Senate agenda as an informational item);
   d. Sample Plan to be included in the catalog. These are sometimes known as course sequencing documents for students. (CIM System).

D. **Board of Regents Packet**: If the provost and the chancellor approve the program, the provost's office works with the college and program to prepare a packet for the Board of Regents. The new BOR Program Action Request form will be used, verification of the internal governance approval, the catalog copy, and letters of support. Typically, proposals for the next catalog year must be on the agenda for the February BOR meeting.

   Programs and colleges assist with the following:
   a. BOR Program Action Request form. The program and college complete a draft of the form, and OAA works with them to develop a final version. Because the form takes time to get into shape, the program will want to start on it as soon as possible. There will be a standard approach to demonstrating program demand, and Institutional Research (IR) will provide that information. Additional data may be used, depending on the discipline and field.
   b. A budget form that will be used to inform the BOR packet.
   c. Letters of support. The program and college obtain 1-3 letters of support. These should be addressed to the provost and on the organization's letterhead, whenever possible.
   d. Talking points for the provost to use when addressing the Board.

   Occupational Endorsement Certificates, Workforce Credentials, and Graduate Certificates only require the following:
   a. Notification to the Board, completed by OAA in consultation with the college.

E. **UA System and BOR Review:** The BOR Packet is reviewed at three levels. It is highly suggested the program and college line up a few community supporters to speak at the public testimony portion of the BOR meeting. The schedules for the Academic and

Student Affairs Committee and the Full Board of Regents meetings are posted on the [BOR website](#).

    a. *UA System Academic Council* – the Provost presents the packet to the Council.

    b. *Academic and Student Affairs (ASA) committee of the BOR* – the Provost presents the packet to the Council. The program lead and dean should plan to be on-call for any questions.

    c. *BOR Consent Agenda* – If there are questions, the provost and chancellor are present to address them. Typically, the BOR as a whole accepts the recommendations of the ASA.

F. **NWCCU Review:** After BOR approval, the provost's office submits a portal update (less than 25% of the credits are from new courses) or minor substantive change (more than 25% of the credits are from new courses) to UAA's institutional accreditor NWCCU. The minor substantive change form asks questions similar to those already covered by the BOR Program Action Request form.

G. **Banner Implementation:** After hearing back from NWCCU, OAA sends an email to the Registrar that the degree/certificate may be implemented in Banner. The dean, the academic unit lead, and the program lead are copied, as are Enrollment Services, Advising, Budget, and Institutional Research.

H. **Program Implementation:** Programs and colleges work with Admissions, Advising, and other areas that will support full implementation of the program. Once a program is approved by NWCCU and OAA, it can be promoted to the public. If the program is approved by the Board of Regents at the February meeting, admissions typically open for the following fall, unless a later date is requested.

I. **Other considerations:** Deans will be asked to consider and confirm the CIP code, the D-level budget code, whether the program aligns with a UA System high-demand industry category, and the program review grouping for the program. OAA updates the college structure document to include the new program and any new prefixes.

V. Roles/Responsibilities

A. Program – Initiates the curriculum and assessment plan; works with Advising to create the Sample Plan; develops the first draft of the BOR Program Action Request form and provides information as needed to complete the BOR packet or notification.

B. Dean – Determines the viability of the proposed program and sets the initial meeting with the provost; approves the curriculum, assessment plan, and Sample Plan; manages the program and college's contributions to the BOR Program Action Request and other documentation.

C. Provost – Approves the concept; approves the program after Faculty Senate review and approval; presents the proposal to the Academic Council, Academic and Student Affairs committee of the BOR, and the BOR.

D. Office of Academic Affairs – Provides support and guidance throughout; prepares the BOR packet and/or notification; prepares the NWCCU substantive change request; approves the program catalog copy and new courses in CIM; posts the assessment plan; instructs the Registrar to implement the program in Banner.
E. Registrar – Implements the program in Banner; finalizes the approved catalog copy and new courses for inclusion in the next catalog.
F. Advisors – Meets with the faculty and develop knowledge of the requirements; incorporates the new program into their advising practice.
G. Admissions – Updates the academic majors page of the admissions website; works with the college and program on recruitment.

VI. Reason for the Process

The proposal process for new programs is complex. The goal is to streamline the process as much as possible and to have one authoritative source that incorporates all aspects of the process and also helps the colleges and programs to anticipate what will be needed for implementation.