The University of Georgia

MEMORANDUM

TO: University Curriculum Committee

FROM: Dr. William K. Vencill, Chair *William K. Vencill*
University Curriculum Committee

DATE: October 30, 2003

SUBJECT: Information Item: Revised New Degree or Major Programs Policy

Attached for your information is a copy of the revised New Degree or Major Programs Policy, Academic Affairs Policy Statement No. 1.   This policy has been revised to comply with changes in the Board of Regents Policy, New Academic Programs, Academic Affairs Handbook, Section 2.03.02.

Cc: Dr. Delmer D. Dunn

NEW DEGREE OR MAJOR PROGRAMS

Academic Affairs Policy Statement No. 1

1. **References**

   a.   Academic Affairs Handbook, Board of Regents, University of Georgia, July 1987.

   b.   Bylaws of the University Council of the University of Georgia, 1988.

2. Policy

   a.   Effective this date and until rescinded, programs of academic work shall not be added to the curriculum of the University of Georgia unless recommended by the University Curriculum Committee in accordance with the Bylaws of the University Council, submitted by the President of the University of Georgia to the Chancellor, and approved by the Board of Regents of the University System. Policy and implementing guidance outlined herein are applicable to all Academic Degree Programs involving 30 hours or more of course work in a field of study. The policy statement may be reproduced for local use. Minor programs (less than 30 hours of course work) and non-degree certificate programs shall be subject to a separate policy statement and implementing guidelines. No provisions stated herein are intended to conflict with the Bylaws or the Academic Affairs Handbook.

   b.   Two levels of proposals (~~preliminary~~ **letter of intent** and formal) are normally required when academic units contemplate adding a new degree or major program to the curricula of the institution. The procedure to be followed in developing each proposal appears in paragraph four of this statement.

3. **Responsibility**

   a.   <u>Faculty</u>
        The responsibility for developing a new degree or major program resides with the faculty in each academic ~~unit. However~~ **unit; however**, only academic programs which promise to contribute to or otherwise enhance the mission of the University of Georgia should be considered for development.

   b.   <u>Administrative</u>
        It shall be the responsibility of each school or college to ensure that all proposals receive appropriate faculty review prior to submission to the next higher administrative level. Both the head of the academic unit and the appropriate dean of the school or college submitting a ~~preliminary or formal~~ proposal must review all proposals before they are submitted to the next higher administrative level. The Senior Vice President for Academic Affairs and Provost shall be responsible for reviewing proposals and providing any needed internal and external coordination of procedures. This shall include making appropriate recommendations to the President of the University on program proposals which are transmitted to the Board of Regents for action. The Office of the Senior Vice President for Academic Affairs and Provost shall keep unit (library, institute, department, school or college) heads informed of the current status of proposals as they move through the review stages required by governance procedures.

   c.   <u>Points of Contact</u>
        Academic units contemplating the development of new undergraduate degree or major programs should consult with the Senior Vice President for Academic Affairs and Provost. For new graduate degree or major programs, academic units should consult with the Dean of the Graduate School..

4. **Procedure**

   a. The Board of Regents requires the submission of both ~~preliminary~~ **letter of intent** and formal ~~proposals~~ **proposal** in support of a new degree or major program.

   b. ~~Preliminary proposals~~
   ~~The initial step in developing a new degree or major program is the submission (through appropriate channels) of a preliminary proposal. The format for a proposal for a new program (undergraduate or graduate) is attached to this policy. This format may be reproduced for local use.~~
   The letter of intent and formal proposal for a new program should be consistent with the University mission and follow the format provided on the forms attached to this policy.

   ~~c. Formal proposals~~
   ~~Following Board of Regents' approval of the preliminary proposal, the academic unit will be encouraged to submit a formal proposal in support of the desired degree or major program. The formal proposal should address any issues raised by the Board of Regents. The format for the formal proposal is the same as that of the preliminary proposal. A copy of this format is attached to this policy. This format may be reproduced for local use.~~

5. **Routing of Proposals**

   ~~a. Preliminary and formal proposals~~
   All undergraduate ~~preliminary and formal~~ proposals will be submitted by the dean of the respective ~~school~~ **schools** or ~~college~~ **colleges or directors of institutes** directly to the Office of the Senior Vice President for Academic Affairs and Provost. Graduate Program proposals must first be reviewed by the Dean of the Graduate School who will then forward them to the Office of the Senior Vice President for Academic Affairs and Provost. ~~Preliminary and formal proposals~~ **Proposals** for all new programs or changes in existing programs will be reviewed by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Council for consideration. University Council recommendations on proposals are forwarded to the Office of the Senior Vice President for Academic Affairs and Provost who will transmit the same to the President of the University for consideration. The President will transmit proposals to the Board of Regents with his recommendation.

   ~~When the preliminary proposal for a degree program has been approved by the Board of Regents without recommendations for revision, the formal proposal will be forwarded from the appropriate academic unit to the University Curriculum Committee for information only, then the proposal will be forwarded to the Office of the Senior Vice President for Academic Affairs and Provost and transmitted to the President of the University for consideration. The President will transmit the proposal to the Board of Regents with his recommendation.~~

6. **System Review**

   a. The ~~office of the Vice Chancellor for Academic Affairs~~ **Office of Senior Vice Chancellor for Academics and Fiscal Affairs** will, as deemed appropriate, seek the advice of outside consultants in evaluating a program proposal.

   b. As part of the review process for ~~informal~~ **letter of intent** and formal proposals, the ~~Office of the Vice Chancellor for Academic Affairs~~ **Office of Senior Vice Chancellor for Academics and Fiscal Affairs** will disseminate to all University System of Georgia institutions, on a regular basis, a list of program proposals under consideration, and will invite interested parties to request a copy of the proposal for review and comment. Information received through this process will be considered in evaluating the proposals.

c. Once approved, all programs will undergo a system review during the fourth year of operation. This review is designed to evaluate how well the program is meeting the expectations that were laid out in the formal proposal.

Due to revisions in the forms included in the Board of Regent's policy for New Academic Programs, the following forms will replace the existing forms in the Academic Affairs Policy Statement No. 1, New Degree or Major Programs.

The University System of Georgia
FORMAT FOR LETTER OF INTENT
NEW PROGRAM PROPOSAL
(Submit three copies)

For assistance in developing a proposal, contact the Office of Curriculum Systems at 542-6358.

Institution_____Date_____

School/College/Division/Institute _____

Department _____

Name of Proposed Program _____

Degree_____Major _____

Starting Date _____

Institutional mission
1.   Does this program further the mission of your institution?

2.   Will the proposed program require a significant alteration of the institutional mission?

3.   Will the program require the addition of a new organizational unit to the institution (e.g. college, school, division or department)?

4.   Is it likely that a SACS visit for substantive change will be necessary?

5.   How does the proposed program help meet the priorities/goals of your strategic plan?

6.   Will this proposal require an addition or change in your institution's strategic plan?

7.   Will the program require an increase in state appropriation within the next five years?

8.   If this is a baccalaureate program, will you be asking for an exception to the 120 hour expectation or to the core curriculum?

9.   Are there program delivery formats that will be new or different for your institution?

Need
1.   Provide a brief justification for why the state needs graduates from this program and for why the University System needs this program. Give a brief justification for why your institution should offer the program.

2.   If the program is applied or professional in nature, describe the kind of data you will use to support the need for the program.

3.   Provide a brief description of whether and why students will enroll in the program. What kinds of data do you intend to use to show student demand for the program?

Students
Estimate the number of students who will graduate annually from the program in the steady state. What percentage will likely be from other existing programs? Which programs will the students come from?

Budget
1. Estimate the steady-state cost of the program (in current dollars) and indicate the percentages from reallocation, student fees, grants, and outside dollars.
2. Estimate start-up costs for the program and indicate possible fund sources.

Facilities
If additional facilities are needed, how they will be acquired.

Curriculum and delivery
1. Are there special characteristics of the curriculum (as compared to similar programs).
2. Will the program require new or special student services?
3. Will the program be attractive to under served populations?

Collaboration
It should be noted here that efficient use of state resources is an essential ingredient in new program approval. If there is any doubt about how you will address the questions below, a conference is recommended.
1. If there are similar programs in your service area, how will the proposed program affect them?
2. Do you plan a collaborative arrangement with another institution or entity?

Other
Are there other elements of the proposed program that might give the staff greater insight into the overall value of this program to the University System strategic plan?

II. Formal Proposal

1. Once the Preliminary Proposal has been approved, the institution will be invited to submit a Formal Proposal, which should follow the format outlined on the following pages.
2. The Office of Academic Affairs will review the proposal, taking into account the appropriateness of the degree, as reflected by the issues listed for Preliminary Proposals and by the sufficiency and persuasiveness of information submitted in all categories of the Final Proposal, and will recommend whether or not to place the proposal on the agenda of the Board of Regents' Committee on Education. Before reaching a conclusion, the Office of Academic Affairs may seek clarification or further information from the proposer.
3. The Office of Academic Affairs will, as it deems appropriate, seek the advice of outside consultants in evaluating a program proposal.

III. System-wide Review

As part of the process for reviewing preliminary and formal proposals, the Office of Academic Affairs will disseminate to all University System of Georgia institutions, on a regular basis, a list of program proposals under consideration, and will invite interested parties to request a copy of the proposal for review and comment. Information received through this process will be considered in evaluating the proposal.

IV. Follow-up Review

Should the program be approved, it will, during its fourth year of operation, undergo a review by the University System of Georgia Office of Academic Affairs. This review will evaluate how well the program is meeting the expectations that were laid out in the formal proposal.

The University System of Georgia
FORMAT FOR NEW PROGRAM PROPOSAL
(Submit three copies)

For assistance in developing a proposal, contact the Office of Curriculum Systems at 542-6358.

Institution _____ Date _____

School/College/Division/Institute _____

Department _____

Name of Proposed Program _____

Degree _____ Major _____

Starting Date _____

Program description and objectives

The program description, written in a one or two page abstract, is a summary of the proposed program. It should be in a format suitable for presentation to the Board of Regents and should include the following: the objectives of the program; the needs the program would meet; an explanation of how the program is to be delivered at the undergraduate and/or graduate levels; and information related to costs, curriculum, faculty, facilities, desegregation impact, and enrollment. Indicate the degree inscription which will be placed on the student's degree upon his/her completion of this program of study. In the program description, it must be clear that the proposed program is central to the institution's mission and a high priority within the institution's strategic plan.

Justification and need for the program

1. Indicate the societal need for graduates prepared by this program. Describe the process used to reach these conclusions, the basis for estimating this need, and those factors that were considered in documenting the program need.

2. Indicate the student demand for the program in the region served by the institution. What evidence exists of this demand?

3. Give any additional reasons that make the program desirable (for example, exceptional qualifications of the faculty, special facilities, etc.)

4. Include reports of advisory committees and consultants, if available. For doctoral programs, the institution should involve at least three authorities in the field (outside of the institution) as consultants, and should include their reports as a part of the proposal.

5. List all public and private institutions in the state offering similar programs. Also, for doctoral programs, list at least five institutions in other southeastern states that are offering similar programs. If no such programs exist, so indicate.

Procedures used to develop the program

Describe the process by which the institution developed the proposed program.

Curriculum

List the entire course of study required and recommended to complete the degree program. Give a sample program of study that might be followed by a representative student. Indicate ways in which the proposed program is consistent with national standards.

1. Clearly differentiate which courses are existing and which are newly developed courses.

2. Append course description for all courses (existing and new courses).

3. When describing required or elective courses, list all course prerequisites.

4. Indicate whether courses in a proposed masters program are cross-listed as undergraduate courses and, if so, what safeguards are employed to ensure that courses taken as undergraduates are not repeated or that requirements are significantly different for graduate students and undergraduates enrolled in the same course.

5. Provide documentation that all courses in the proposed curriculum have met all institutional requirements for approval.

6. Append any materials available from national accrediting agencies or professional organization as they relate to curriculum standards for the proposed program.

7. When internships or field experiences are required as part of the program, provide information documenting internship availability as well as how students will be assigned and supervised.

8. Indicate ways in which the proposed program is consistent with national standards.

9. List student outcomes associated with this program.

Inventory of faculty directly involved
For each faculty member, give the following data:

1. Name, rank, academic discipline, institutions attended, degrees earned;

2. Current workload for typical semester, including specific courses usually taught; explain how workload will be impacted with the addition of proposed program;

3. Scholarship and publication record for past five years;

4. Professional activity;

5. Expected responsibilities in this program;

6. If it will be necessary to add faculty in order to begin the program, give the desired qualifications of the persons to be added, with a timetable for adding new faculty and plan for funding new positions.

Outstanding programs of this nature in other institutions
List three outstanding programs of this nature in the country, giving location name, and telephone number of official responsible for each program. Indicate features that make these programs stand out. When available, append descriptive literature of the outstanding program. Indicate what aspects of these outstanding programs, if any, will be included in your program.

Inventory of pertinent library resources
Indicate--in numbers of volumes and periodicals--available library resources (including basic reference, bibliographic, and monographic works as well as major journal and serial sets; include any on-line resources) which are pertinent to the proposed program. How do library resources compare to those at institutions listed in section 6? What additional library support must be added to support the proposed program, and what is the plan for acquiring this support?

Describe the desired qualifications of the students who will be recruited and admitted to the proposed program, including ethnic populations that will be targeted.

Facilities

Describe the facilities available for the proposed program. How do these facilities and equipment compare to those of excellent programs elsewhere? What new facilities and equipment are required, and what is the plan for acquiring these facilities and equipment?

Administration

Describe how the proposed program will be administered within the structure of the institution.

Assessment

Indicate the measures that will be taken to assess the effectiveness of the program and the learning outcomes of students enrolled.

Accreditation

Where applicable, identify accrediting agencies and show how the program meets the criteria of these agencies. Append standards and criteria to the proposal. Provide evidence that the institution has notified SACS of its intent to apply for a change in degree level, if appropriate.

Affirmative Action impact

Indicate what impact the implementation of the proposed program will have on the institution's desegregation and affirmative action programs. Include information relating to faculty, staff, administrators, and students in this section.

Degree inscription

Indicate the degree inscription which will be placed on the student's diploma upon his completion of this program of study.

Fiscal and enrollment impact, and estimated budget

Complete the following pages to indicate the expected EFT and head count student enrollment, estimated expenditures, and projected revenues for the first three years of the program. Include both the redirection of existing resources and anticipated or requested new resources. Institutional commitment of funds should be consistent with the centrality and level of priority that are assigned to the program in the proposal. Second and third-year estimates should be in constant dollars--do not allow for inflationary adjustments or anticipated pay increases. Include a budget narrative that is descriptive of significant line items and the specific redirection of resources envisioned.

I. ENROLLMENT PROJECTIONS   FY_____   FY_____   FY_____
    (indicate basis for projections in narrative) First Year Second Year Third Year
    A. Student majors
    1. Shifted from other programs   _____   _____   _____
    2. New to institution   _____   _____   _____

        TOTAL MAJORS   _____   _____   _____

    B. Course sections satisfying program requirements
        1. Previously existing   _____   _____   _____
        2. New   _____   _____   _____

        TOTAL PROGRAM COURSE SECTIONS   _____   _____   _____

    C. Credit hours generated by those courses
    1. Existing enrollments   _____   _____   _____
    2. New enrollments   _____   _____   _____

    TOTAL CREDIT HOURS   _____   _____   _____

    D. Degrees awarded   _____   _____   _____
                                                (yr 2)   (yr 3)   (yr 4)

II. COSTS   EFT   Dollars   EFT   Dollars   EFT   Dollars
    A Personnel--reassigned or existing positions
        1. Faculty   ____ ____   ____ ____   ____ ____
        2. Part-time faculty   ____ ____   ____ ____   ____ ____
        3. Graduate assistant   ____ ____   ____ ____   ____ ____
        4. Administrators   ____ ____   ____ ____   ____ ____
        5. Support staff   ____ ____   ____ ____   ____ ____
        6. Fringe benefits   ____   ____   ____
        7. Other personnel costs   ____   ____   ____

        TOTAL EXISTING PERSONNEL COSTS   ____   ____   ____

    B. Personnel--new positions
    1. Faculty   ____ ____   ____ ____   ____ ____
    2. Part-time faculty   ____ ____   ____ ____   ____ ____
    3. Graduate assistant   ____ ____   ____ ____   ____ ____
    4. Administrators   ____ ____   ____ ____   ____ ____
    5. Support staff   ____ ____   ____ ____   ____ ____
    6. Fringe benefits   ____   ____   ____
    7. Other personnel costs   ____   ____   ____

        TOTAL NEW PERSONNEL COSTS   ____   ____   ____

                                    First Year   Second Year   Third Year
    C. Start-up costs (one-time expenses)
    1. Library/learning resources   _____   _____   _____
        2. Equipment   _____   _____   _____
        3. Other (_____)   _____   _____   _____

    D. Physical facilities: construction or
    major renovation   _____   _____   _____

        TOTAL ONE-TIME COSTS   _____   _____   _____

E. Operating costs (recurring costs--base budget)
  1. Supplies/expenses   _____   _____   _____
  2. Travel   _____   _____   _____
  3. Equipment   _____   _____   _____
  4. Library/learning resources _____   _____   _____
  5. Other (_____)   _____   _____   _____

  TOTAL RECURRING COSTS   _____   _____   _____

  GRAND TOTAL COSTS   _____   _____   _____

III. REVENUE SOURCES
  A. Source of funds
    1. Reallocation of existing funds _____   _____   _____
    2. New student workload   XXXXXXXXXX   XXXXXXXXXX   _____
    3. New tuition   _____   _____   _____
    4. Federal funds   _____   _____   _____
    5. Other grants   _____   _____   _____
    6. Student fees   _____   _____   _____
    7. Other (_____)   _____   _____   _____
    Subtotal   _____   _____   _____
    New state allocation requested   _____   _____   _____

  GRAND TOTAL REVENUES   _____   _____   _____

  B. Nature of funds
    1. Base budget   _____   _____   _____
    2. One-time funds   _____   _____   _____

        GRAND TOTAL REVENUES   _____   ___