

MEMORANDUM

TO: Steering Committee

FROM: Committee on Academic Programs (CAP)

RE: Final Recommendation on Clarification of Degree Program Approval Process Policy

DATE: April 25, 2018

Background and Charge:

The Degree Program Approval Process specifies that outside consultation regarding the proposed program should occur at Step 4 of the process. College practice has been to allow this consultation to occur concurrently with the governance approval of the degree program at Step 5 of the process. However the policy appears to indicate that these steps are sequential, so that the proposal that is processed through governance reflects changes made in response to any recommendations of the outside consultant. Steering asked CAP to clarify its intent with regards to this process and to edit the policy to clarify whether these steps are to be simultaneous or sequential.

Method:

CAP discussed the discrepancy between existing policy and current practice and decided to amend the policy to allow Steps 4 and 5 may be carried out simultaneously in accordance with current practice. No additional testimony was needed.

Final Recommendation:

The revised policy includes the following additions:

- 1) Clarification that Steps 4 and 5 may be carried out simultaneously or in reverse order, depending on the needs and availability of the proposing unit, outside consultant, and relevant governance entities.
- 2) However, if major revisions (as determined by the dean) are made in response to feedback in either Step 4 or 5, the proposing unit must share the revised proposal with the reviewing entity from the other step, and that entity must provide approval or feedback on those revisions.

This policy can be implemented for Fall 2018.