

## **MEMORANDUM**

**TO:** Steering Committee

**FROM:** Committee on Academic Programs (CAP)

**RE:** WLC Undergraduate Certificates proposal

**DATE:** February 19, 2024

### **Background and Charge:**

On November 15, 2023, Steering charged the Committee on Academic Programs (CAP) to review a proposal for World Languages and Cultures Undergraduate Certificate programs, which includes approval forms and rationale for 5 certificates. The proposal had been approved by the School of Humanities and Social Sciences Curriculum committee and Dean. Steering asked CAP to consider if there are any units that might be affected by the proposal that have not been considered, and asked CAP to:

- review the proposal to inform the committee members regarding the overall scope of the proposed certificates,
- verify that all steps in the approval process for the proposed certificates have been followed and that, if they impact other units, all the pertinent stakeholders have provided input or been notified of that proposal,
- prepare a final recommendation, indicating concurrence or non-concurrence.

### **Summary of Process:**

Testimony Tier: Tier I

Steering noted that the issue requires minimal testimony from the campus community. CAP consulted with relevant stakeholders before preparing the final recommendation. A respondent requested confirmation from the Business Curriculum Committee that they approved the proposal. However, the policy states that department chair approval is sufficient if the proposal is only adding a course from another department (as opposed to proposing an interdisciplinary program).

### **Final Recommendation**

CAP reviewed the submitted documents, and concurs that all steps in the approval process for the proposed minor have been followed and that all the pertinent stakeholders have provided input or been notified of the proposal.