

MEMORANDUM

TO: Steering Committee

FROM: Committee on Academic Programs (CAP)

RE: Addiction Counseling Graduate Certificate proposal

DATE: May 10, 2024

Background and Charge:

On May 2, 2024, the Committee on Academic Programs (CAP) received a charge from Steering to review a proposal for a graduate certificate in Addiction Counseling program in accordance with the graduate certificates policy.

Steering asked CAP in consultation with GSC to:

- review the proposal to inform the committee members regarding the overall scope of the proposed graduate certificate,
- verify that all steps in the approval process for the proposed graduate certificate have been followed and that, if the certificate impacts 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. The issue requires minimal testimony from the campus community. The assigned council or committee should consult with relevant stakeholders before preparing the final recommendation, and there is no need for surveys or open fora.

The proposal was reviewed and approved by the Graduate Student Council, and their recommendation was forwarded to CAP.

Final Recommendation

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