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1993-1994 Guidelines for Submitting Program Proposals to the Graduate Curriculum and Research Policies Standing Committee of the Faculty Senate

The College at Brockport, College Senate

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Resolution #11 1993-94

Fac Senate



TO: President John E. Van de Wetering

FROM: The Faculty Senate Meeting on _____ (Date)
February 7, 1994

RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
xx III. Other (Notice, Request, Report, etc.)
For your information

SUBJECT: 1993-94 Guidelines for Submitting Program Proposals
to the Graduate Curriculum and Research Policies
Standing Committee of the Faculty Senate

Signed *[Signature]* Date Sent February 10, 1994
(For the Senate)

TO: The Faculty Senate

FROM: President John E. Van de Wetering

RE: I. Decision and Action Taken on Formal Resolution

- a. Accepted. Effective Date *[Signature]*
- b. Deferred for discussion with the Faculty Senate on _____
- c. Unacceptable for the reasons contained in the attached explanation

II, III.

- a. Received and acknowledged
- b. Comment:

DISTRIBUTION: _____

Distribution Date _____ Signed *[Signature]*
(President of the College)

S.U.N.Y. COLLEGE AT BROCKPORT
RECEIVED
FEB 15 1994
FACULTY SENATE
BROCKPORT, NY 14420

January 31, 1994

TO: Department Chairs

FROM: Faculty Senate Standing Committee on Graduate Curriculum and Research Policies

RE: 1993-1994 Guidelines for Submitting Program Proposals to the Graduate Curriculum and Research Policies Standing Committee of the Faculty Senate

Attached are the revised 1993-1994 Guidelines for Submitting Program Proposals to the Graduate Curriculum and Research Policies Standing Committee of the Faculty Senate. These guidelines are revised periodically and the most recent changes require that program revisions submitted to this committee include: 1) a letter of review/comment from the Dean of the School, 2) a letter of review/comment from the Department Chair, 3) a statement of review and comment from Drake Library, and 4) a statement of review and comment from Academic Computing Services.

The purposes of these changes are twofold. First, to insure that administrators directly responsible for the unit submitting the changes are aware of the changes being submitted to this committee. Second, to insure that any need for additional library or academic computing resources be known and included as part of the requested changes. In essence, these small changes are only to fully communicate proposed program changes to everyone who may be affected either directly or indirectly by those changes.

I would like to convey to you that members of this committee feel strongly that the main reason the committee exists is to assist units in preparing changes for presentation to the Faculty Senate. The role of the committee is to be that of facilitator in bringing about changes to existing graduate programs or the establishment of new graduate programs. Changes in the Guidelines, as mentioned above, are only to ease the process by increasing communication. If your unit would like anyone from this committee to meet with you regarding proposed changes in existing graduate programs, or the introduction of new graduate programs please don't hesitate to call upon me. In addition, if you have any other items that you feel should come before this committee, please contact me as soon as possible.

**1993-94 GUIDELINES FOR SUBMITTING PROGRAM PROPOSALS TO THE
GRADUATE CURRICULUM AND RESEARCH POLICIES STANDING COMMITTEE
OF THE FACULTY SENATE**

INTRODUCTION

The following guidelines have been formulated and amended for the purpose of helping anyone who is interested in submitting program proposals to the Graduate Curriculum and Research Policies Committee of the Faculty Senate. Anyone submitting a proposal must make sure that the appropriate number of copies of the proposal are provided to all persons involved at each level of review: (1) Graduate Curriculum and Research Policies Committee, (2) Faculty Senate Executive Committee, and (3) Faculty Senate at large. For any program where additional resources may be anticipated, an additional level of review by the (4) Budget Standing Committee of the Faculty Senate is required.

A. GUIDELINES FOR REVISION OF PROGRAMS:

Such proposals must include the following:

1. A comparison of the new program to the old program
 - a. Side-by-side illustration
2. A rationale for the changes
3. Evidence of demand for any new focus or emphasis in the program
4. Potential clientele
5. Description of new courses
6. Staffing
 - a. Sufficiency of existing staff
 - b. Need for new staff
7. Academic administration commentary
 - a. Letter of review/comment from Dean of School
 - b. Letter of review/comment from Department Chair

8. Resources, facilities, and non-teaching staff needed to implement the program
 - a. Statement of review and comment from Drake Library
 - b. Statement of review and comment from Academic Computing Services
9. Letters of support from cooperating departments, agencies, institutions, etc. including a statement of probable/likely impact on departments
10. Competition the program has from other Rochester area colleges

B. GUIDELINES FOR NEW OPTIONS IN EXISTING PROGRAMS:

Such proposals must include the following:

1. Academic rationale
2. Evidence of demand for the new option
3. Potential clientele
4. Entrance requirements
5. Program requirements
6. Exit requirements
7. Academic administration commentary
 - a. Letter of review/comment from Dean of School
 - b. Letter of review/comment from Department Chair
8. Drake Library resources and other support services (Labs, Academic Computing Services, opportunities for field experiences, non-teaching staff.)
 - a. Statement of review and comment from Drake Library
 - b. Statement of review and comment from Academic Computing Services
9. Course descriptions

10. Sequence in which courses will be offered to guarantee completion of requirements in reasonable time
11. Staffing
 - a. Sufficiency of existing staff
 - b. Need for new staff
12. Letters of support from cooperating departments, agencies, institutions, etc. including a statement of probable/likely impact on departments
13. Competition the program has from other Rochester area colleges

C. GUIDELINES FOR ENTIRELY NEW PROGRAMS:*

Such proposals must be based on the document entitled Procedures for Submission of Academic Graduate Program Proposals, Albany, New York: Office of Research, Graduate Studies, and Professional Programs, State University of New York, December 1, 1984.

The attached check list is intended to facilitate compliance with the official procedures cited above. Please refer to the Procedures for Submission of Academic Graduate Program Proposals for complete information about each area or category stated in the outline.

- * It is recommended that copies of the entire proposal be submitted to the Graduate Curriculum and Research Policies Committee and the Faculty Senate Executive Committee. For the Faculty Senate at large, please submit copies of "I" and "II-A-1,2,3, and 4" under the "Content of Formal Proposal" on the next page.

**CONTENT OF FORMAL PROPOSAL
(FOR ENTIRELY NEW PROGRAMS)**

- I. Cover Page
- II. Proposed Program
 - A. Program
 - 1. Description of Program
 - a. Purpose
 - b. Structure
 - c. Content
 - d. Prospective catalog course descriptions
 - e. Requirements -- admission through completion
 - 2. List all graduate courses offered the first 3 years
 - 3. Advisement Procedures
 - a. Academic
 - b. Supervision and evaluation of progress
 - c. Employment prospects
 - d. Job search and placement
 - 4. Description of resources and support programs
 - a. Within the institution
 - b. Outside the institution
 - B. Faculty
 - 1. VITAE to include (indicate director or coordinator)
 - a. Rank and status
 - b. Educational and employment background

- c. Professional affiliations and activities
 - d. Important awards and recognition
 - e. Publications
 - f. Research projects
 - g. Percent of time for
 - 1. Research
 - 2. Teaching
 - 3. Advising
 - 4. Administrative work
 - 5. University service
2. Faculty changes in the next three years
- a. New Appointments
 - b. Retirements
 - c. Resignations
 - d. Terminations
 - e. Promotions
 - f. Tenure decisions
 - g. Increase or decrease in number of appointments
 - h. Other faculty changes in the next 3 years (anticipated sabbaticals, etc.)
 - i. New positions authorized by administration
 - j. Replacement positions authorized
 - k. Reductions, if any

3. Faculty grant support -- for each current or pending indicate:

- a. Title and purpose of grant
- b. Names of principal investigator(s)
- c. Total amount of award
- d. Dates of grant period
- e. Name of funding agency or support

C. Students

1. Criteria and procedures for admission
2. Type of student body
 - a. Geographic and academic origins
 - b. Proportions of women and minority group members
 - c. International students and students for whom English is a second language
 - d. Describe any special provisions, requirements for groups described above
3. Types and amounts of financial support anticipated
4. Proportion of student body in each category (e.g. Teaching Assistant, Fellow, Etc.) and those with no support

D. Facilities

1. Describe currently available and anticipated increased needs for:
 - a. Library holdings (general & departmental) -- Statement of review and comment from Drake Library
 - b. Research and laboratory facilities and equipment
 - c. Computer facilities and services -- Statement of review and comment from Academic Computing Services

- d. Technical and secretarial services for
 - a. Students
 - b. Faculty
 - e. Office, classroom and study space
 - 2. Describe special support facilities and unique resources
 - E. Five-year projections
 - F. Maintaining and monitoring the program
 - 1. Provisions for regular program review
 - 2. If special accreditation is to be sought, indicate:
 - a. Name(s) of accrediting agency(ies)
 - b. Timetable for completion
 - c. If not to be sought, explain why
 - G. Append local resolution and support documents
 - 1. APPENDIX A Combined Degree Programs
 - 2. APPENDIX B Supporting Information to be Submitted for Programs Requiring Master Plan Amendment
 - 3. APPENDIX C Site Visit by External Evaluation Panel

Amended 12/93