

3-1-2004

Guidelines for Proposals to the Undergraduate Curriculum Committee

The College at Brockport, College Senate

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SUNY BROCKPORT

Faculty Senate
State University of New York
College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
(585) 395-2586 (Fax) 395-2246

**Resolution # 18
2003-2004
FACULTY SENATE**

TO: Dr. Paul Yu, College President

FROM: The Faculty Senate Meeting on: **March 1, 2004**

RE: I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
⇒ III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Guidelines for submitting proposals to the Undergraduate Curriculum Committee**

Signed: _____ Date: ___/___/___
(Dr. Kenneth O'Brien, 2002-2004 Faculty Senate President)



TO: The Faculty Senate

FROM: **Dr. Paul Yu, College President**

RE: I. Decision and Action Taken on Formal Resolution (circle)
a. Accepted. Effective Date: ___/___/___
b. Deferred for discussion with the Faculty Senate on ___/___/___
c. Unacceptable for the reasons contained in the attached explanation
⇒ II, III. Response to Recommendation or Other/FYI
a. Received and acknowledged
b. Comment:

DISTRIBUTED TO: President's Staff O: Originator, Academic
Dean's Council divisement, Registrar

Distribution Date: 4-5-04

Signed: _____ Date: 4-5-04
(Dr. Paul Yu, President, SUNY College at Brockport)

RESOLUTION PROPOSAL COVER PAGE

DEADLINE FOR SUBMISSIONS: MARCH 1 - Proposals received after March 1 may not be reviewed until next semester.

Submit all proposals to the Faculty Senate President electronically or on a disk with a hard copy.

Please provide cover page information requested.

facprez@brockport.edu, fSenate@brockport.edu

Faculty Senate Office, 426 Allen Building

NUMBER TO BE ASSIGNED BY SENATE OFFICE

ROUTING
NUMBER*

26 03-04 UC

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Guidelines for Submitting Undergraduate Program Proposals

2. BRIEF DESCRIPTION OF PROPOSAL:

Guidelines for submitting proposals to the Undergraduate Curriculum Committee

3. SUBMISSION & REVISION DATES: PLEASE DATE ALL UPDATED DOCUMENTS and resubmit to the Senate Office electronically prior to Senate review and vote at fSenate@brockport.edu.

First Submission	Updated on	Updated on	Updated on
9/2003	12/5/2003		

4. SUBMITTED BY: (contact person)

Name	Department	Phone	Email
Dave Brannigan	Biological Sciences	5759	dbrannig@brockport.edu

5. COMMITTEES TO COPY: (Senate office use only)

Committee	Forwarded To	Date
<input type="checkbox"/> Budget	Committee Chair	9/2003
<input type="checkbox"/> College Environment	Executive Committee	11/17/2003, 12/1/2003, 2/23/04
<input type="checkbox"/> Enrollment Policies	Senate Floor	3/1/04
<input type="checkbox"/> General Education	College President	
<input type="checkbox"/> Graduate Curriculum		
<input type="checkbox"/> Personnel Policies		
<input type="checkbox"/> Student Policies		
<input checked="" type="checkbox"/> Undergraduate Curriculum		

*(ROUTING NUMBER WILL BE A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY COMMITTEE INITIALS)

TO: Senate Executive Committee
FR: UG Committee
DT: November 12, 2003
RE: Updated Guidelines for Program Changes

We propose the adoption of the attached guidelines. The first two sections (A&B) are adaptations of the Graduate Committee guidelines while the third section reflects new criteria published by the SUNY Provost's office in July.

12/5/03 Revision
**GUIDELINES FOR SUBMITTING PROGRAM
PROPOSALS TO THE UNDERGRADUATE CURRICULUM COMMITTEE
OF THE FACULTY SENATE**

INTRODUCTION

Anyone submitting a proposal must supply the number of copies of the proposal to the required three levels of review: Undergraduate Curriculum Committee (2003-2004 Committee) requires 7 copies and if the proposal is approved and no revisions are asked for; then the proposal will be submitted to the Executive Committee (13 copies required). Once the proposal is approved by the Executive Committee then the proposal is forwarded to the Senate where 70 copies will be required.

A. GUIDELINES FOR REVISION OF PROGRAMS

Major programmatic changes are characterized by one or more of the following:

- Number of credits change from the existing program
- Number of requirements change from the existing program
- One or more other departments are affected by the change
- Increase of resources is required to implement the change

If none of these conditions is met, then the change is considered minor in nature and only items 1-3 below need to be provided to the Senate Undergraduate Committee. A proposal involving a major programmatic change will necessitate full Senate discussion. To begin the process items 1-11 must be sent to the Committee.

1. A completed Faculty Senate Proposal Cover letter form available from the Faculty Senate website
2. A side-by side comparison of the old and the new program. Credit hours must be included and totaled
3. A brief rationale for changes
4. Evidence of demand for the new focus or emphasis
5. Potential clientele
6. Description of any new courses
7. Staffing issues
8. Academic administration commentary
 - a. Letter of review/comment from Chair
 - b. Letter of review from Dean of School
9. Resources, facilities that may be needed to initiate the program
10. Letter of support from coopeating agencies, departments, etc. (library, ITS) that may be involved
11. Competition the program has from other Rochester area colleges

B. GUIDELINES FOR NEW OPTION IN EXISTING PROGRAMS

Adding a new minor would be an example of the type of proposals covered by these guideline and such proposals must include the following

1. A completed Faculty Senate Proposal Cover letter form available from the Faculty Senate website
2. Evidence of demand for the new option
3. Potential clientele
4. Entrance requirements
5. Program requirements
6. Description of new courses
7. Sequence in which courses would be offered to guarantee timely completion of the program
8. Comparison to similar programs within SUNY or to model programs as recommended by disciplinary organizations and/or accreditation bodies
9. Staffing issues
10. Resources, facilities that may be needed to implement the program
11. Academic administration commentary
 - a. Letter of review/comment from Chair
 - b. Letter of review from Dean of School
12. Letters of support from cooperating departments, agencies, institutions, etc including a statement of probable/likely impact on departments
13. Competition from other Rochester area colleges

C. *GUIDELINES FOR ENTIRELY NEW PROGRAMS*

Be forewarned that because approval from SUNY Central is involved very long lead times are required before a new major, for example, can be registered. Refer to the Handbook for the Submission of Undergraduate Program proposals at <http://www.sysadm.suny.edu/provost/programreview/index.html>

At the Provost's site click the HANDBOOK DOC FORMAT link

Use Appendix A& B from this document to begin your planning.

APPENDIX A



PROGRAM ANNOUNCEMENT For Undergraduate Programs *{to be completed by proposing campus}*

Name of Institution:
{Specify name of branch campus, if relevant}

Date:

Proposed program title:

Proposed degree or other award:

Total Credits:

If a baccalaureate degree is proposed, will a waiver of external review be requested: (Y/N) _____
{If 'Yes', complete the waiver request section on the reverse.}

Academic unit(s) that will offer program:

Proposed HEGIS code:

Proposed beginning date:

Program summary: *{As an attachment to this cover, summarize (in 400 words or fewer) the purpose, content, and structure of the proposed program and its relationship to the mission of the institution. Also, complete the draft list of required and elective courses in the major, on the reverse.}*

Projected enrollment:	When the program begins	After five years
Full-time students		
Part-time students		

Will program lead to certification/licensure? __Yes __No If Yes, in what field or specialty?

Will special accreditation be sought? __Yes __No If Yes, by what group? By what date?

Will program or any constituent courses be offered off-campus? __Yes __No
If Yes, at what address?

How much? *{Specify number of courses and related credits}*

Via telecommunications? __Yes __No If Yes, to what location(s)?

For more information, contact the following academic officer:

Name: _____ **E-mail:** _____
Title: _____ **Voice:** _____

Response to Announcement *(requested of other State University campuses)*

Do you have a similar or related program? What has been your experience with the program?
Would the introduction of this program have any effect, positive or negative, on your institution? Please specify. Do you perceive a need for this kind of program? Is there opportunity for articulation or inter-institutional cooperation?

The response should be addressed to the proposing campus' President with a copy to the University Provost, The State University of New York, State University Plaza, Albany, NY 12246.

- The program does not lead to licensure and is not designed to articulate with licensure programs.*
- The program will be subject to regular review by a nationally recognized accrediting body.*

APPENDIX B



UNDERGRADUATE PROGRAM PROPOSAL FORM

Use this application for any new program that does not lead to licensure or preliminary or advanced study in one of the areas licensed by the State Education Department. *If the program would lead to certification as a classroom teacher, use the "Application Form for Registration of a Teacher Education Program" in addition to this document. **Some new programs may also require master plan amendment (see Appendices G, K, and L).***

1. Basic Information

- A. Name of Institution: _____
Specify campus or other location where program will be offered, if other than the main campus:

- B. President or Chief Academic Officer: _____
NAME AND TITLE
Signature: _____ Date: _____
- C. Contact person, if different: _____
NAME AND TITLE
Telephone: _____ Fax: _____
E-mail: _____
- D. Proposed program title: _____
- E. Proposed degree or other award: _____
- F. Proposed HEGIS Code: _____
- G. If the program would be offered jointly with another institution, name the institution/branch below:

If the other institution is degree-granting, attach a contract or letter of agreement signed by that institution's President or CEO. If it is non-degree granting, refer to SED Memorandum to Chief Executive Officers No. 94-04 (<http://www.highered.nysed.gov/ocue/ceo%20memorandum.htm>).

H. If the program would lead to New York State teacher certification:

List the intended certificate title(s): (e.g., "Childhood Education," "Technology Education")	
List the intended certificate type(s): (e.g., "Initial," "Professional")	

I. If the program leads to New York State professional licensure, please specify the licensure area.

J. If specialized accreditation will be sought:

Name the accrediting group: _____

Indicate the expected accreditation date: _____

K. Will the program be offered off campus? (Y\N) _____

L. If this program will be offered in a format other than the traditional classroom model, specify the format.
State any other Special Characteristics _____

M. Explain any atypical schedule that may affect program financial aid eligibility.

N. Institutional Approval

1. Community college: Date of approval by the local board of trustees. _____

2. State-operated campus: Date of approval by campus governance body. _____

2. Program Summary

Provide information solicited A-E below. For each item use as much space as necessary to provide an appropriate answer (the cells will expand as necessary with the inserted text). Draft catalog copy, if available, may be a helpful way of providing much if not all of the solicited information, particularly with regard to items D & E. Please indicate if any of the solicited information is being provided in a separate attachment.

A. Mission.

1. Summarize the proposed program's educational and career objectives and its relationship to the mission of the institution.

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2. If this is a new area of instruction and the basis for this was not discussed in the campus' Mission Review Memorandum of Understanding, discuss the reasons why the proposal is now considered central to the institution's ongoing development.

B. Institutional Context.

1. Identify existing or projected programs of the campus in the same or related disciplines and the expected impact of the proposed program on them.

2. Indicate whether this program replaces any existing program(s).

3. Indicate whether it is entirely or primarily a restructuring of existing courses and resources.

C. Learning Outcomes & Assessment.

1. Outline the programmatic goals and objectives for the program, including a list of the learning outcomes students should demonstrate upon completing the program.

2. What is the date of the initial periodic assessment of program and the length of the assessment cycle (years).

D. Admission Requirements.

1. What are the admission requirements for students in this program, including any special or optional admission requirements?

2. Describe how these requirements are intended to assure that students are prepared to complete the program.

E. Curriculum Outline.

1. Outline all curricular requirements for the proposed program, including prerequisite, core, specialization (track, concentration), capstone, and any other relevant component requirements

3. External Review

Baccalaureate proposals and some others must include two external reviews of the proposed program conducted by recognized experts following the form in Appendix D (unless special arrangements are made for a waiver with the Program Review and Planning Group). List the names of the two reviewers and attach their review(s) along with the campus response to the review(s) or, if a waiver was approved, check the box and indicate the date the waiver was granted.

Reviewer #1 _____

Reviewer #2 _____

Check (type an 'x' between the brackets) if a waiver has been approved:

Date of waiver: _____

4. Enrollment

What is the projected enrollment when the program begins? _____

What is the projected enrollment after five years? _____

How were these projections determined? _____

What planning has been made for the possibility that anticipated enrollment estimates are not achievable?

--

5. Impact of the New Program on the Service Area and Consultation with Other SUNY Institutions

A. Need: Justify the need for the proposed program in terms of the clientele it will serve and the economic and/or educational needs of the area and of New York State. Describe how the level of need was established.

--

B. Employment: For programs designed to prepare graduates for immediate employment, document the potential employers of graduates. Specify employers who have requested establishment of the program and describe their specific employment needs.

Employer	Projected positions	
	In initial year	In fifth year

C. Similar Colleges: Identify similar programs at other institutions, public and independent, in the service area, region and state, as appropriate. Recent enrollment data for SUNY institutions is available from the Academic Programs Information System at <http://www.sysadm.suny.edu/APIS/main.cfm>. Information for non-SUNY institutions is available from SED’s *Inventory of Registered Programs* at <http://www.nysed.gov/heds/IRPSL1.html>.

Institution	Program Title	Degree	Enrollment

D. Collaboration: Provide evidence of appropriate consultation with other SUNY campuses and summarize the results of the consultation. (Please do not attach copies of letters from sister institutions responding to the Program Announcement.)

--

E. Objections: Explain the reasons for any objections from SUNY campuses as well as the resolution of discussions regarding perceived competition between campuses.

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F. Transfer: The University views as one of its highest priorities the facilitation of transfer for students from lower-division to upper-division study. For programs designed to facilitate transfer, supply information solicited in the appropriate table below and, in the case of A.A./A.S. programs, in Appendix G (see below).

Associate Degrees: Programs leading to the Associate in Arts or the Associate in Science degree must include documentation that program graduates will be able to transfer into at least two registered baccalaureate programs and complete them within two additional years of full-time study. Letters from the chief academic officers of two baccalaureate institutions attesting to the articulation of the proposed A.A. or A.S. must be included with the program proposal. **These letters must assert acceptance of the completed SUNY Transfer Course Equivalency Table, to be found in Appendix G.**

Institution	Baccalaureate program title	Degree

Baccalaureate Degrees: Proposals for baccalaureate programs that anticipate transfer student enrollment must include evidence of consultation with at least two appropriate two-year colleges to assure articulation with pertinent degree programs and completion within two additional years of full-time study.

Institution	Associate program title	Degree

6. Curriculum Tables (See Program Proposal Directions for guidance—Handbook Section II. 6)

LOWER DIVISION

FALL										SPRING										
Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	
Total Credits										Total Credits										

FALL										SPRING										
Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	
Total Credits										Total Credits										

UPPER DIVISION

FALL										SPRING										
Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	
Total Credits										Total Credits										

FALL										SPRING										
Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	Course Offering	Course Number	Cr	GE	LA	M	RE	E	N/R	Instructor	
Total Credits										Total Credits										

CREDIT SUMMARY

General Education	
Major	
Required Electives	
Electives	
Total	

8. Resources

Document the projected cost of the program and identify the source of the funds.

Expenditures		Start-up	When the program begins	After five years
Personnel	<i>Reallocation</i>			
	<i>New funds</i>			
Library	<i>Reallocation</i>			
	<i>New funds</i>			
Equipment	<i>Reallocation</i>			
	<i>New funds</i>			
Laboratories	<i>Reallocation</i>			
	<i>New funds</i>			
Supplies & Expenses (OTPS)	<i>Reallocation</i>			
	<i>New funds</i>			
Capital Expenditures	<i>Reallocation</i>			
	<i>New funds</i>			
Other	<i>Reallocation</i>			
	<i>New funds</i>			
Grand Total				

Please provide further information about the library holdings that will serve this new program, including the campus's implementation of SUNYConnect, the SUNY-wide electronic library initiative. What is the extent of the current holdings in the discipline area? What are the plans, including timetable, for the acquisition of additional holdings? Please comment on access to these materials.

APPENDIX C

EXTERNAL INSTRUCTION FORM

Use the table below (expand as necessary) to describe proposed arrangements for any required external clinical instruction, agency placement, practice teaching, internships, fieldwork etc. Attach copies of affiliation contract and list of prospective affiliates.

For clinical placements for professional health and related programs, written documentation, signed by the responsible official at each proposed clinical site, should be provided, committing the site to a numerical range of students to be served and indicating the time period of that commitment.

Site	Placements per year

Indicate below the individual(s) who will have responsibility for oversight and administration of external clinical instruction.

Name	Title	Office

APPENDIX D

SUNY EXTERNAL EVALUATION REPORT FORM FOR UNDERGRADUATE PROGRAM PROPOSALS

Institution:

Evaluator(s):

Program Title:

Degree Title:

Date of Evaluation:

I. Program

1. Assess program purpose, structure, and requirements as well as formal mechanisms for program administration and monitoring.
2. Comment on the special focus of this program, if any, as it relates to the discipline.
3. What are plans and expectations for continuing program development and self-assessment?
4. Assess available support from related programs.
5. What evidence is there of need and demand for the program locally, in the State, and in the field at large? What is the extent of occupational demand for graduates? What evidence is there that it will continue? (Item 5 is required only for programs requiring a master plan amendment.)

II. Faculty

1. Evaluate the caliber of the faculty, individually and collectively, in regard to training, experience, research and publication, professional service, and recognition in the field.
2. Assess the faculty in terms of size and qualification. What are plans for future staffing?
3. Discuss credentials and involvement of adjunct and support faculty.

III. Resources

1. Discuss the adequacy of physical resources and facilities, e.g., library, computer, and laboratory facilities, internship sites, and other support services for the program, including use of resources outside the institution.
2. What is the institution's commitment to the program as demonstrated by the operating budget, faculty salaries, and the number of faculty lines relative to student numbers and workload.

(Item 2 is required only for programs requiring a master plan amendment.)

IV. Comments

1. Summarize the major strengths and weaknesses of the program as proposed with particular attention to feasibility of implementation and appropriateness of objectives for the degree offered.

2. Include any further observations important to the evaluation of this program proposal and provide any recommendations for the proposed program.