

5-8-2006

Guidelines for Submitting Program Proposals to the Graduate Curriculum and Policies Committee

The College at Brockport, College Senate

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SUNY BROCKPORT

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

**Resolution # 34
2005-2006
COLLEGE SENATE**

TO: Dr. John R. Halstead, College President
FROM: The College Senate passed: May 8, 2006
RE: I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
⇒ III. Other, For Your Information (*Notice, Request, Report, etc.*)

COLLEGE SENATE
SUNY College at Brockport
MAY 24 2006
350 New Campus Drive
Brockport, NY 14420-2925

SUBJ: **Guidelines for Submitting Program Proposals to the Graduate curriculum and Policies Committee #12 04-05 GC**

Signed: [Signature] Date: 5/18/06
(Dr. Mark Noll, 2005-2006 College Senate President)

Please fill out the bottom portion and return document to the College Senate Office.

✓ The College Senate

FROM: College President

RE: I. Decision and Action Taken on Formal Resolution (circle)
a. Accepted. Resolution 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 5/22/06
b. Comment: _____

DISTRIBUTED BY PRESIDENT'S OFFICE TO: _____

DISTRIBUTE ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed: [Signature] Date: 5/22/06
(Dr. John R. Halstead, College President, SUNY College at Brockport)

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

ROUTING NUMBER*	#12 04-05 GC
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NUMBER TO BE ASSIGNED BY SENATE OFFICE

DEADLINE FOR SUBMISSIONS: FEBRUARY 23 - Proposals received after the deadline may not be reviewed until next semester.

Submit all proposals to the College Senate President electronically or on a disk with a hard copy.
Please provide cover page information requested.
facprez@brockport.edu, fsenate@brockport.edu
College Senate Office, 426 Allen Building

1. PROPOSAL TITLE:

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

Guidelines for Submitting Program Proposals to the College Senate Graduate Curriculum Committee

2. BRIEF DESCRIPTION OF PROPOSAL:

The following guidelines have been formulated for the purpose of helping anyone who is interested in submitting program proposals to the Graduate Curriculum and Policies Committee of the College Senate.

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
11/23/2004	4/27/06		

4. SUBMITTED BY: (contact person)

Name	Department	Phone	Email
Mark Heitz	Chemistry	5586	mheitz@brockport.edu

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

Standing Committee	Forwarded To	Date
<input type="checkbox"/> Enrollment Planning & Policies	Committee Chair	11/23/2004
<input type="checkbox"/> Faculty & Professional Staff Policies	Executive Committee	4/27/06 (email)
<input type="checkbox"/> General Education & Curriculum Policies	Senate Floor	5/8/06
<input checked="" type="checkbox"/> Graduate Curriculum & Policies	College President	
<input type="checkbox"/> Student Policies	Other	
<input type="checkbox"/> Undergraduate Curriculum & Policies		

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

Guidelines for Submitting Program Proposals to the College Senate Graduate Curriculum Committee

Introduction

The following guidelines have been formulated for the purpose of helping anyone who is interested in submitting program proposals to the Graduate Curriculum and Policies Committee of the College Senate. **The proposal will not be reviewed until all the information listed under each category has been provided to the committee.**

I. Guidelines for Program Revision

Proposals must include the following items:

A comparison of the new program to the old program.

 Include a side-by side tabular illustration

A discussion regarding “Mission”, “Market”, and “Quality”. Specifically address the following issues:

 How does the proposal reflect the campus mission focus?

 What are the market demand factors that this proposal responds to? Include program competition from other regional colleges.

 How is program quality addressed in this proposal?

Description of the new courses.

Staffing.

 Sufficiency of existing staff.

 Need for new staff.

Academic administration commentary. It is strongly recommended that the department consult with the Graduate Dean EARLY in the process.

 Letter of review/comment from the Graduate Dean

 Letter of review/comment from Dean of the School.

 Letter of review/comment from Department Chair.

Resources, facilities, and non-teaching staff needed to implement the program.

 Statement of review and comment from Drake Library.

 Statement of review and comment from Academic Computing Services.

Letters of support from cooperating departments, agencies, institutions, etc., including a statement of probable/likely impact on departments.

Proposers should refer to the SUNY guidelines for program revisions. See Appendix E of EITHER the Undergraduate or the Graduate program proposal guidelines available at:

<http://www.suny.edu/provost/ProgramReview/2003Materials/App-E-Revision.doc>

Guidelines For New Options In Existing Programs

Proposals must include the following:

Academic rationale.

A discussion regarding “Mission”, “Market”, and “Quality”. Specifically address the following issues:

 How does the proposal reflect the campus mission focus?

 What are the market demand factors that this proposal responds to? Include program competition from other regional colleges.

 How is program quality addressed in this proposal?

Entrance requirements.

Program requirements.

Exit requirements.

Academic administration commentary.

Letter of review/comment from the Graduate Dean

Letter of review/comment from Dean of School.

Letter of review/comment from Department Chair.

Drake Library resources and other support services (e.g., labs, academic computing services, opportunities for field experience, non-teaching staff).

Statement of review and comment from Drake Library

Statement of review and comment from Academic Computing Services

Course descriptions.

Sequence in which courses will be offered to guarantee completion of requirements in reasonable time.

Staffing.

Sufficiency of existing staff.

Need for new staff.

Letters of support from cooperating departments, agencies, institutions, etc. including a statement of probable/likely impact on departments.

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, October 1994

Please refer to the Procedures for Submission of Academic Graduate Program Proposals for complete information about each area or category stated in the outline.

Proposers should refer to the 2005 SUNY guidelines for new programs.

<http://www.suny.edu/provost/ProgramReview/index.cfm>

Facilities (address for all proposals)

1. Describe currently available and anticipated increased needs for:

Library holdings (general and departmental) – statement of review and comment from Drake Library

Research and laboratory facilities and equipment

Computer facilities and services – statement of review and comment from Academic Computing Services.