11-13-2006

Guidelines for Revision of Undergraduate Programs

The College at Brockport, College Senate

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Resolution # 02
2006-2007
COLLEGE SENATE

TO: Dr. John R. Halstead, College President
FROM: The College Senate: November 13, 2006
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 Revision of Undergraduate Programs #01 06-07 UC

Signed: ____________________________ Date: 11/17/06
(Dr. Jeffrey T. Lockwood, 2006-07 College Senate President)

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

TO: The College Senate President
FROM: College President
RE: I. Decision and Action Taken on Formal Resolution (circle choice)
   a. Accepted
      *Implementation Effective Date: Immediately
      *Date resolution will begin to be used by the College (i.e., Spring, Fall, when included in catalog, etc.)
   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 11/27/06
      b. Comment:

DISTRIBUTED BY PRESIDENT'S OFFICE TO: Cabinet Members

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

Signed: ____________________________ Date: 11/27/06
(Dr. John R. Halstead, President, SUNY College at Brockport)
DEADLINE FOR SUBMISSIONS: FEBRUARY 23
Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS:
• Submit only complete proposals.
• Proposals must be prepared individually in Word format using committee guidelines (guidelines online).
• Fill out this cover page for each proposal (available online at www.brockport.edu/collegesenate).
• Email proposal and this cover page to senate@brockport.edu and facprez@brockport.edu.
• All updates must be resubmitted to the Senate office with the original cover page including routing number.
• Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE:
Please be somewhat descriptive, for example, Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

2. BRIEF DESCRIPTION OF PROPOSAL:
For submission of proposals to the Undergraduate Curriculum & Policies Committee.

3. ANTICIPATED DATE OF IMPLEMENTATION: Immediately
Enter date this will be effective if passed by the Senate.

4. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<table>
<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
<th>Updated on</th>
<th>Updated on</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/11/06</td>
<td>9/29/06</td>
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<td></td>
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</tbody>
</table>

5. SUBMITTED BY: (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Forwarded To</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Enrollment Planning &amp; Policies</td>
<td>Committee Chair</td>
<td>9/29/06 (due to delay in appointing a chair)</td>
</tr>
<tr>
<td>__ Faculty &amp; Professional Staff Policies</td>
<td>Executive Committee</td>
<td>11/6/06</td>
</tr>
<tr>
<td>__ General Education &amp; Curriculum Policies</td>
<td>Senate</td>
<td>11/13/06 announcement</td>
</tr>
<tr>
<td>__ Graduate Curriculum &amp; Policies</td>
<td>Senate President’s Signature</td>
<td>11/16/06</td>
</tr>
<tr>
<td>__ Student Policies</td>
<td>College President’s Signature</td>
<td>11/27/06</td>
</tr>
<tr>
<td>XX Undergraduate Curriculum &amp; Policies</td>
<td>To Vice Provost</td>
<td>NA</td>
</tr>
</tbody>
</table>

*(ROUTING NUMBER IS A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY ACADEMIC YEAR AND COMMITTEE INITIALS)*
GUIDELINES FOR REVISION OF UNDERGRADUATE PROGRAMS

I Distinction between SIGNIFICANT and SLIGHT changes

A. **Significant** programmatic changes are characterized by one or more of the following:
   1. Credits change within the existing program
   2. Changes in requirements for the existing program
   3. One or more departments other than the proposing department are affected by the changes
   4. There are resource implications if the change is implemented

B. A proposal involving **significant** programmatic change will necessitate full Senate discussion. To begin that process items 1-9 must be sent to the Senate Office.
   1. A completed College Senate Proposal Cover form available from the College Senate Website [http://www.brockport.edu/collegesenate/](http://www.brockport.edu/collegesenate/)
   2. Executive Summary showing the changes sought, including an effective date for the implementation of the change(s)
   3. For each change, a brief explanation of the existing situation, the change sought, and a brief rationale for the change.
   4. A side-by-side comparison of the old and new program. Credit hours must be included and totaled in a clear tabular form.
   5. Description of any new courses
   6. Staffing issues
   7. Academic administration commentary
      a. Letter of recommendation from the Chair of the department
      b. Letter of recommendation from the Dean of the school
   8. Resources, facilities that may be needed to implement the program
   9. If appropriate, letters of support from cooperating agencies, ITS, library or other units that may be involved.
   10. A statement showing the impact of this change on transfer students.

C. If none of the conditions A1 – A4 above occurs, then the change is considered a **slight** change and only items listed below need to be sent to the Senate Office for informational purposes.
   1. **A completed College Senate Proposal Cover letter available from the College Senate website [http://www.brockport.edu/collegesenate/](http://www.brockport.edu/collegesenate/)**
   2. Executive Summary showing the changes sought including an effective date for the implementation of the change(s)
   3. For each change, a brief explanation of the existing situation, the change sought, and a brief rationale for the change.
   4. A side-by-side comparison of the old and new program. Credit hours must be included and totaled in a clear tabular form.
   5. Academic administration commentary
      a. Letter of recommendation from Chair of the department
      b. Letter of recommendation from Dean of School
   6. A statement showing the impact of this change on transfer students.

II Guidelines for new option in a major or a minor- The following must accompany such a proposal:
A. A completed College Senate Proposal Cover form available from the College Senate website
   http://www.brockport.edu/collegesenate/
B. Executive Summary showing the changes sought including an effective date for the
   implementation of the change(s)
C. Rationale for the new option
D. Entrance requirements, if appropriate
E. Program requirements, if appropriate
F. Description of new courses and a side-by-side comparison of the old and new program credit
   hours must be included and totaled in clear tabular form
G. Sequence in which the courses would be offered to guarantee timely completion of the
   program
H. Staffing issues
   I. Resources, facilities that may be needed to implement the program
J. Academic administration commentary
   1. Letter of recommendation from chair of the department
   2. Letter of recommendation from Dean of School
K. If appropriate, letters of support from cooperating departments, agencies, and etc.
L. A statement showing the impact of this new option on transfer students.

III Guidelines for an entirely new program

A. Construct the proposal according to SUNY Central Guidelines available in Handbook for the
   Submission of Undergraduate Program at:
   2. (or At the Provost’s site click the HANDBOOK DOC FORMAT link, and then use
      Appendix A & B from this document to prepare your proposal)
B. Send the completed proposal to the Senate Office along with a completed College Senate
   Proposal Cover form available from the College Senate Website.