

11-13-2006

Guidelines for Revision of Undergraduate Programs

The College at Brockport, College Senate

Follow this and additional works at: https://digitalcommons.brockport.edu/senate_resolutions



Part of the [Higher Education Commons](#)

Repository Citation

The College at Brockport, College Senate, "Guidelines for Revision of Undergraduate Programs" (2006). *College Senate Resolutions*. 1326.

https://digitalcommons.brockport.edu/senate_resolutions/1326

This Resolution is brought to you for free and open access by Digital Commons @Brockport. It has been accepted for inclusion in College Senate Resolutions by an authorized administrator of Digital Commons @Brockport. For more information, please contact kmyers@brockport.edu, digitalcommons@brockport.edu.

SUNY BROCKPORT

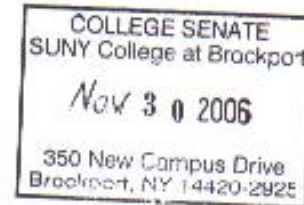
College Senate
State University of New York College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
395-2586 (Fax) 395-2246

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: Jeffrey W. Archibrook Date: 11 / 17 / 06
(Dr. Jeffrey W. Archibrook, 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, Academic Advisement, Registrar (as appropriate)

Signed: John R. Halstead Date: 11 / 27 / 06
(Dr. John R. Halstead, President, SUNY College at Brockport)

**COLLEGE SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

Routing Number	#01 06-07 UC
-----------------------	---------------------

ROUTING NUMBER TO BE ASSIGNED BY SENATE OFFICE

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*.

Guidelines for Revision of Undergraduate Programs

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.

<i>First Submission</i>	<i>Updated on</i>	<i>Updated on</i>	<i>Updated on</i>
5/11/06	9/29/06		

5. SUBMITTED BY: (contact person)

<i>Name</i>	<i>Department</i>	<i>Phone</i>	<i>Email</i>

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

Standing Committee	Forwarded To	Date
__ Enrollment Planning & Policies	Committee Chair	9/29/06 (due to delay in appointing a chair)
__ Faculty & Professional Staff Policies	Executive Committee	11/6/06
__ General Education & Curriculum Policies	Senate	11/13/06 announcement
__ Graduate Curriculum & Policies	Senate President's Signature	11/16/06
__ Student Policies	College President's Signature	11/27/06
XX Undergraduate Curriculum & Policies	To Vice Provost	NA
	Other	

*(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/>
 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 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/>**
 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:
 - 1. <http://www.sysadm.suny.edu/provost/programreview/index.html>
 - 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.