

## **New Degree Proposal Process**

1. Department/faculty members submit pre-proposal to the VPAA following specified format
2. Pre-proposal reviewed by Provost and VPAA.
  - a. Evaluate campus priority for proposal (Provost).
  - b. Evaluate fit with campus strategic plan (Provost).
  - c. Evaluate fit with department strategic plan (VPAA).
  - d. Evaluate financial estimates (VPAA).
3. Go/No Go decision for full proposal (Provost).
  - a. If “No Go” – return to department with rationale for rejection.
  - b. If “Go” —
4. Department/faculty members instructed to prepare full proposal.
5. Department prepares full proposal according to the procedures outlined by UM System (<http://www.umsystem.edu/ums/departments/aa/degrees/index.shtml>) and submits to VPAA.
  - a. VPAA assists department in development of final draft.
  - b. When final draft is ready, Department submits to Registrar for log-in.
  - c. Registrar forwards final draft to Provost.
6. Provost reviews proposal prior to submission for campus review.
7. Department makes any final corrections and returns to Provost.
8. Provost forwards proposal to:
  - a. Budgetary Affairs Committee to review program financial aspects and provide assessment of “worthiness of investment” in the program.
  - b. Discipline-Specific and Campus Curriculum Committees review academic aspects.
    - i. If negative vote by either of the Curriculum Committees, committee provides input to department. Department determines whether concerns are addressable and submits revised proposal beginning with step (5)
    - ii. If positive vote by Curriculum Committees —
9. Campus Curriculum Committee forwards degree proposal to Faculty Senate for vote.
  - a. If negative vote by Senate, department determines whether concerns are addressable and submits revised proposal beginning with step (5).
  - b. If positive vote by Faculty Senate —
10. Provost forwards proposal to Chancellor who submits proposal to UM Academic Affairs.
11. UM Academic Affairs reviews proposal and provides feedback/approval to S&T Provost.
  - a. Proposal reviewed by other UM campuses.
  - b. VPAA works with department/faculty members to incorporate required revisions into proposal. Upon completion, final draft submitted by VPAA to Provost.
  - c. Provost reviews and returns proposal to UM Academic Affairs for approval.
12. If approved, UM Academic Affairs submits proposal to Board of Curators for vote.
  - a. If “No,” department reviews BoC feedback and evaluates ability to resubmit proposal. Process begins with step (5).
  - b. If “Yes” —
13. UM Academic Affairs submits proposal to CBHE for approval.
14. Review by other 4-year publics. If approved by CBHE, program is implemented on campus. Timing is subject to resource availability and other priorities.
15. Program assessment:
  - a. 1-year assessment: start-up costs and enrollment.
  - b. 3-year assessment: program financials, enrollment and enrollment progress.
  - c. 5-year assessment: decision on continuation or elimination (“sunset”) of program. Review of strategic aspects; academic and fiscal viability?
16. If Program Assessment is positive, program is assessed in future years during periodic (5-year or 6-year) program reviews.

## **Process Overview and Rationale**

### **Goals of New Degree Proposal Review Process**

1. Better predictions of enrollment and financial aspects (hit targets better)
2. Reduce workload for proposals that cannot be assigned priority, don't adequately fit strategic plan, or for which necessary resources cannot be identified.

### **Pre-Proposal**

A full proposal is not required, or accepted, during the preliminary stages of the review process. Rather, a pre-proposal is to be submitted. The pre-proposal template is available from the Vice Provost for Academic Affairs.

### **Full Proposal**

1. Must meet requirements and provide data expected by UM Academic Affairs
2. Will address higher education issues
  - a. Need for the program in the state/nation
  - b. Description of how program is not a duplication of the efforts of others
  - c. Mission fit
  - d. Fit with objectives and goals of the campus strategic plan
3. Sample proposals available at:  
(<http://www.umsystem.edu/ums/departments/aa/degrees/index.shtml>)

### **Other aspects**

- Have sample abbreviated and full proposals available for consideration.
- Anticipate, perhaps, 2 to 3 new programs per year.
- Perspective of Curator's that we don't well manage our academic portfolio.
- Proposals for minors only require campus approval.

### **General Aspects – Office Responsibilities**

1. Provost responsibility:
  - a. Review of fit of degree proposal with campus strategic plan
  - b. Go/No Go decision
2. VPAA responsibility:
  - a. Tracking of degree proposals.
  - b. Work with departments/proposal authors on both pre-proposal and proposal refinement (review and preparation for submission to committees, Provost and UM System).

### **UM System Aspects**

1. If proposal is for graduate degree, it is sent to three outside reviewers for their feedback. External reviewers may be in-state or out-of-state institutions.
2. If approved by the Board of Curators, UM Academic Affairs forwards proposal to CBHE for their 21-day posting period. Comments from other institutions shared with Provost and authors of proposal.