

## CAP's Final Recommendation on Program Approval Policy

TO: Steering Committee

FROM: Committee on Academic Programs

RE: Final Recommendation on Program Approval Policy

DATE: May 5th, 2016

### **Background:**

On September 2<sup>nd</sup>, 2015, CAP received a charge from Steering regarding the College's Program Approval policy. The charge contained a memo written by Chandru Rajam and Jennifer Palmgren of the Office of Academic Affairs that suggested revisions to TCNJ's current policy to make the "process more efficient" and to "align it with the format and content requirements" necessary for approval from the State of New Jersey.

### **Testimony:**

Steering requested that CAP "should review the memo and determine if it wishes to modify the existing Program Approval Policy." After writing a preliminary recommendation, CAP should gather testimony from Academic Leaders, revise the recommendation as is necessary and then seek testimony "from faculty, students and staff." An email outlining the proposed revisions was sent to Academic Leaders on October 28<sup>th</sup>, 2015 for testimony, and an open forum on this issue was held on Tuesday, April 26<sup>th</sup>, 2016. Based on CAP's discussion of this testimony, a final recommendation on this charge is presented below.

### **Final Recommendation:**

CAP's final recommendation contains two sections. First is a chart specifying the current Program Approval Process placed alongside the suggested revisions in the proposed revised policy. Note that in the revised policy, the current Step 5 is merged into Step 2, the current Step 6 is merged into Step 3, and the current Step 8 is merged into Step 4. This is followed by the proposed Program Approval Policy written in narrative form.

### Program Approval Process Policy

Current Policy	Proposed Policy
<b>Step 1:</b> The program proposal normally begins in an academic unit.	<b>Step 1:</b> A program proposal is initiated by an academic unit. This academic unit must agree to house the proposed program and to be responsible for developing the proposal.
<b>Step 2:</b> preliminary approval by the president and provost	<b>Step 2:</b> preliminary approval by the president and provost, who share the preliminary proposal with the Academic Affairs Committee of the Board of Trustees
<b>Step 3:</b> development of proposal including a study of: faculty and support of instruction; library resources; equipment, laboratory support, computer support; facilities; administrative cost including accreditation cost where applicable; and financial impact	<b>Step 3:</b> development of proposal following state guidelines, with the following sections: objectives; evaluation and learning outcomes; relationship of the program to the institutional strategic plan and its effect on other institutional programs at the same institution; need; students; resources; and degree requirements. Proposals for undergraduate degree programs should include all requirements (such as liberal learning and School requirements), not just requirements for the major.
<b>Step 4:</b> The provost appoints an outside consultant to review the proposal for its quality and appropriateness of resources. A revised proposal is then sent to the dean, provost, and president for approval.	<b>Step 4:</b> The provost appoints a consultant, in accordance with state and College selection criteria, to write a review that follows state guidelines and includes the following sections: objectives; need; educational programs; students; faculty; support personnel; finances; physical facilities; library; computer facilities; administration; and evaluation. A revised proposal is then sent to the dean (or equivalent), provost, and president for approval.
<b>Step 5:</b> initial approval by the Academic Affairs Committee of the Board of Trustees	The Academic Affairs Committee of the Board of Trustees reviews the preliminary proposal in step 2.
<b>Step 6:</b> development of full proposal including: curriculum and syllabi; appropriateness to mission; outcomes; and faculty vitae	Development of the full proposal occurs in step 3.
<b>Step 7:</b> review and approval of the full proposal by the school-based curriculum committee; then, if approved, review and approval through governance. Programs involving teacher education are reviewed by TEPC before being sent to Steering to be reviewed by CAP. Graduate programs are reviewed by GPC before being sent to Steering to be reviewed by CAP.	<b>Step 5:</b> review and approval of the full proposal by the school-based curriculum committee(s). Then, if approved, the proposal is reviewed and approved through governance. Programs involving teacher education are reviewed by TEPC before being sent to Steering to be reviewed by CAP. Graduate programs are reviewed by GPC before being sent to Steering to be reviewed by CAP.
<b>Step 8:</b> The provost appoints a second outside consultant to review the full proposal for its quality and appropriateness of resources.	A consultant reviews the full proposal in step 4.

<p><b>Step 9:</b> If recommended by governance, the proposal is submitted by the president and provost to the Academic Affairs Committee of the Board of Trustees.</p>	<p><b>Step 6:</b> If recommended by governance, the proposal is submitted by the president and provost to the Academic Affairs Committee of the Board of Trustees.</p>
<p><b>Step 10:</b> The Academic Affairs Committee recommends the proposal to the Board of Trustees for approval.</p>	<p><b>Step 7:</b> The Academic Affairs Committee recommends the proposal to the Board of Trustees for approval.</p>
<p><b>Step 11:</b> The College sends a program announcement to the New Jersey higher education community.</p>	<p><b>Step 8:</b> The College sends a program announcement to the New Jersey higher education community. There is a 30 day review period.</p>
<p><b>Step 12:</b> Notification of the new program is sent to the New Jersey Presidents' Council.</p>	<p><b>Step 9:</b> Following this 30 day review period, the College sends the following to the Academic Issues Committee (AIC) of the New Jersey Presidents' Council (NJPC) for its review: The program announcement; consultant CV; consultant report; institutional response to consultant report; Board of Trustees' resolution; and responses from other institutions to our program announcement. AIC submission deadlines and meeting dates may be found in the AIC manual.</p>
	<p><b>Step 10:</b> The AIC recommends the new program to the NJPC. If the NJPC agrees with this recommendation, it will send the institution a resolution regarding the new program. If there is a concern, the proposal may be sent to the Secretary of Higher Education for further review.</p>

Section:	II.1.16
Title:	Degree Program Approval Process
Effective Date:	
Approved By:	Board of Trustees
Responsible Unit:	Academic Affairs ( <a href="mailto:academic@tnj.edu">academic@tnj.edu</a> , 609-771-3080)
History:	Passed by CUPPS: April 27, 1995 Approved by Board of Trustees: June 22, 1995 Revised: February, 2009 to reflect roles of Teacher Education Program Council and Graduate Program Council.
Related Documents:	

## I. INTRODUCTION

This policy explains the degree program approval process.

## II. DEFINITIONS

N/A

## III. POLICY

### Step 1: Initial Program Proposal

New program proposals begin in an academic unit of the campus, defined to be an academic department, school, or other faculty-led entity housed within the division of Academic Affairs. The academic unit developing the proposal will agree to house the program if it is approved. The academic unit proposing a new program should develop a rationale and obtain pertinent statistics substantiating the need and demand for the program as part of the initial program proposal.

### Step 2: Review

The president and the provost review the initial proposal and consider whether the proposal is consistent with the College's mission and strategic plan. Preliminary approval by the president and the provost signals the academic unit to begin a more thorough development of the proposal. As the program proposal is developed, the president and provost will share information on its development with the Academic Affairs Committee of the Board of Trustees.

### Step 3: Program Development

The academic unit develops a proposal that includes the philosophy and concept of the program with emphasis on indicating how the program is consonant with the mission of the College. An outline of the curriculum will be developed which will include indicators of quality. The proposal also will include a thorough study of needed resources and consultation with the units responsible for these resources. The academic unit developing the proposal will follow the guidelines found in the Academic Issues Committee Manual of the New Jersey Presidents' Council, and include the following sections: program objectives; assessment plan; relationship of the program to the institutional strategic plan and its effect on other programs; need for the program; anticipated student enrollments; program resources; and degree requirements. Proposals for undergraduate degree programs will include all academic requirements (such as Liberal Learning and School requirements).

#### Step 4: Outside Consultation

An outside consultant will be appointed by the provost, in consultation with the proposing unit, and in accordance with TCNJ and Academic Issues Committee consultant selection criteria, to review the proposal for its quality and the appropriateness of resources for supporting a nationally-recognized quality program. The consultant will visit the campus. The consultant review will include detailed and substantive information and be written according to the guidelines found in the Academic Issues Committee Manual of the New Jersey Presidents' Council, with the following sections: objectives; need; educational programs; students; faculty; support personnel; finances; physical facilities; library; computer facilities; administration; and evaluation. Following receipt of the consultant's report, the proposing unit will revise the proposal as needed and prepare an institutional response to the consultant report. The revised proposal, the consultant report, and the institutional response to the consultant report are sent to the president, the provost and the dean for review and approval.

#### Step 5: School Curriculum Committee and College Governance

The revised proposal is submitted to the appropriate school-based curriculum committee for approval. If recommended by the curriculum committee, the proposal is submitted for recommendation through the College's governance process. All programs involving teacher education and preparation should be reviewed by the Teacher Education Program Council (TEPC). All graduate programs should be reviewed by the Graduate Programs Council (GPC). The recommendations of the Program Councils should be forwarded to the Steering Committee, which will then charge the Committee on Academic Programs (CAP) to review and recommend. The final recommendation should indicate concurrence or non-concurrence with the proposal.

#### Step 6: Academic Affairs Committee of the Board of Trustees

If the program is recommended by the College's governance structure, the president or provost submits it to the Academic Affairs Committee of the Board of Trustees. This committee is provided with the full program proposal, the consultant report, and the institutional response to the consultant report.

#### Step 7: Board of Trustees' Approval

The Academic Affairs Committee of the Board of Trustees recommends the program proposal to the full Board of Trustees for final approval.

#### Step 8: Program Announcement

A program announcement is circulated to the New Jersey higher education community. If objections are raised, efforts may be made to resolve them.

#### Step 9: Academic Issues Committee of the New Jersey Presidents' Council

The College sends the following to the Academic Issues Committee of the New Jersey Presidents' Council for its review: the program announcement; responses to the program announcement from other New Jersey institutions; consultant CV; consultant report; the institutional response to the consultant report; and the Board of Trustees' resolution. Submission deadlines and meeting dates may be found in the Academic Issues Committee manual.

#### Step 10: New Jersey Presidents' Council

The Academic Issues Committee recommends the new program to the New Jersey Presidents' Council. If the New Jersey Presidents' Council agrees with this recommendation, it will send the institution a resolution regarding the new program. If there is a concern, the proposal may be sent to the Secretary of Higher Education for further review.

In any and every instance of non-approval or non-concurrence there should be reasons provided in writing for such decisions.

#### IV. RELATED DOCUMENTS

N/A

#### V. HISTORY

Passed by CUPPS: April 27, 1995

Approved by Board of Trustees: June 22, 1995

Revised: February, 2009 to reflect roles of Teacher Education Program Council and Graduate Program Council.