The University Senate of Michigan Technological University

PROPOSAL 38-04

FORMATS FOR PROPOSING NEW ACADEMIC PROGRAMS

The Curricular Policy Committee of the University Senate has developed the set of attached formats to assist academic departments and other proposing units in the development of new academic programs. These formats are based upon the reporting requirements for the Presidents Council of State Colleges and Universities, with some additional items added to suit Michigan Tech's own informational needs. The purpose of these formats is to act as a guideline in proposal preparation, so that proposers are not faced with additional delays in the approval process caused by requests for missing information.

The Senate recommends to the Provost that these formats be considered for adoption, and that they be made available on the Michigan Tech web site.

Proposal Format for New Bachelor's Degree Programs

New Graduate Degree Programs and Graduate Certificates

This format is based upon the minimum requirements for submission of programs to the Presidents Council of State Colleges and Universities. The order of discussion of these items may be changed to fit their relative importance to individual programs. Simple phrases such as "Not required" "Not applicable," etc. should be used where appropriate. A separate proposal is required for each program.

1. General description and characteristics of program.
2. Rationale.
3. Discussion of related programs within the institution and at other institutions.
4. Projected enrollment.
5. Scheduling plans (Extension, Evening, Regular).
6. Curriculum design (refer to format of degree audit form). Indicate subject areas to be used for Departmental GPA calculation.
7. New course descriptions. (New Course Add Forms are needed for each course and will be processed upon final approval of program.)
8. Library and other learning resources.
9. Computing Access Fee.
10. Faculty resumes (a web site link is sufficient).
11. Description of available/needed equipment.
12. Program costs, years 1, 2, and 3. (Additional information may be requested by the Senate Finance Committee.)
13. Space.
14. Policies, regulations and rules.
15. Accreditation requirements.
16. Internal status of the proposal.
17. Planned implementation date.

Proposal Format for New Bachelor's Degree Concentrations (formerly called Options)

and Graduate or Bachelors Degree Title Changes

This format is based upon the minimum requirements for submission of "Spin-off" programs to the Presidents Council of State Colleges and Universities. The Council defines spin-off programs as "new options, new combinations of existing curricula, new fields or concentrations within existing academic majors and degree programs, and title changes." The order of discussion of these items may be changed to fit their relative importance to individual programs. Simple phrases such as "Not required" "Not applicable," etc. should be used where appropriate. Separate proposals are required for each program or title change.

1. General description and characteristics of program.
2. Rationale.
3. Discussion of related programs within the institution and at other institutions.
4. Curriculum design (refer to format of degree audit form).
5. New course descriptions. (New Course Add Forms are needed for each course and will be processed upon final approval of program.)
6. Additional resources required. (Additional information may be requested by the Senate Finance Committee.)
7. Accreditation requirements.
8. Planned implementation date.

Proposal Format for New Minor Programs or Undergraduate Certificates

When designing a Minor, Senate Proposal 22-04 on the University Senate web site should be consulted. Bear in mind that students cannot take a Minor with exactly the same title as their Major. Minors may be designed primarily for students outside an academic unit (interdepartmental) or primarily for majors inside an academic unit (intradepartmental). All Minors are available to students who complete the published requirements. Undergraduate certificates can follow the format below with appropriate modifications. Minor and Certificate proposals are usually less than two pages in length. Each program requires a separate proposal.

1. Introduction (Short description, be sure to indicate sponsoring unit(s).)
2. Rationale.
3. Details of catalog copy:
     I. Title of Minor:
     II. Catalog Description:

     This paragraph must start with a phrase that immediately identifies the sponsoring unit, such as "This ME-EM Minor focuses on..."

     If the Minor is intradepartmental, the catalog description must end with the sentence "This minor is most suitable for students in the xxxx Department." If the Minor is most suitable for a small number of Majors in several different departments, these Majors should be similarly indicated. The wording "most suitable" must be used, so as not to imply that students outside these areas cannot fulfill the Minor.

     III. List of Courses: include course numbers, titles and credits.

     Required Courses
     Elective Courses
     Total Requirements - prerequisites discussed below need not be counted here.

     IV. Prerequisites not listed in the Minor - Interdepartmental Minors are best designed by imbedding prerequisites into the Minor as much as possible, subject to the rules for Minors (Senate Proposal 22-04). Intradepartmental Minors generally have more prerequisites not included in the Minor core courses. In any case, list the course

number from the Minor course, followed by its prerequisites in parenthesis, for example, GE4750 (GE 3000, GE2350); etc.

4. New Course Descriptions. (New Course Add Forms are needed for each course and will be processed upon final approval of program.)
5. Estimated Costs. (Additional information may be requested by the Senate Finance Committee.)
6. Planned implementation date.

Adopted by Senate: 21 April 2004
Approved by President: 26 April 2004
Became Senate Procedures 108.1.1