



Office of the Provost and  
Senior Vice President for Academic Affairs

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**TO:** Richard Koubek, President

**FROM:** Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs *Jacqueline E. Huntoon*

**COPY:** Andrew Storer, Interim Provost beginning 7/1/22

**DATE:** June 14, 2022

**SUBJECT:** Senate Proposal 47-22

Attached is Senate proposal 47-22, "Revisions to Senate Policy 108.1: General Policy For Academic Program Planning," and a memo stating the Senate passed this proposal at their April 20, 2022 meeting. I have reviewed this proposal as well as the feedback provided to the president by the University's General Counsel regarding this proposal.

As a result, I recommend that the proposal be approved if the following modifications are made. I feel that each of the modifications listed below is editorial in nature.

1. The first sentence under the heading "Policy Statement" (i.e., Senate Policy 11-71, "General Policy for Academic Program Planning is hereby revoked.") should either be retained **or** be modified to "If adopted, the proposed changes to Senate policy 108.1 will entirely supersede and replace Senate policy 11-17, which was previously revoked through Senate Proposal 7-78." The point of this change is to continue to make it clear that only Policy 108.1 covers the University's general policy for academic program planning. Alternatively, the Senate could pass a standalone proposal to formally rescind and revoke Senate Policy 11-71.
2. Revise Item 2b to: "Does the program generally fall within the framework of Michigan Technological University's legislative intent and strategic plan (including educational goals)." The reason for this change is that the vision and mission statements are part of the strategic plan, but taken alone do not encompass a sufficiently complete picture to evaluate a program within the constraints enacted by the University's enabling legislation.
3. Revise the first line of the paragraph under the "Purpose" subheading to replace the word "establish" with the word "recommend." It is clear that the proposed wording originates with the Senate's Constitution, but the proposed wording conflicts with Board Policy 2.2, which vests the powers of the chief executive officer in the president of the institution. Board Policy supersedes any conflicting language, including the language found in the Senate's current Constitution.
4. In the section on "Responsibilities," within the paragraph on "Curricular Policy Committee" make the following change: "route all ~~approved~~ proposals to the senate office for introduction to the full senate with a statement of support or non-support." This makes the language in this section consistent with proposed Policy Statement, paragraph 3.

I concur   X   do not concur \_\_\_\_\_ with the provost's recommendation as stated in this memo.

Richard Koubek, President

6/16/22

Date



**Michigan Tech**

*University Senate*

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**DATE:** April 21, 2022  
**TO:** Richard Koubek, President  
**FROM:** Sam Sweitz  
University Senate President  
**SUBJECT:** Proposal 47-22  
**COPIES:** Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

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At its meeting on April 20, 2022, the University Senate approved Proposal 47-22, "Revisions to Senate Policy 108.1: General Policy For Academic Program Planning". Feel free to contact me if you have any questions.

# University Senate of Michigan Technological University

## Proposal 47-22 (Voting Units: Academic)

Policy Number: 108.1  
Title: General Policy For Academic Program Planning  
Effective: 12/07/1977  
Responsible Committee: CPC  
Coordinating Procedures 108.1.1 [108.1.1](#) & [108.1.2](#)

### Policy Statement

- ~~1. Senate Policy 11-71, General Policy for Academic Program Planning, is hereby revoked.~~
- ~~2. The purpose of this policy is to provide the advice of the Senate to the President of the University on which academic programs the Board of Control or Administration should make a clear commitment to implement within three subsequent years by entry on Michigan Department of Education Form HE-4091, Ap 1: Five Year Project of New Academic Programs (form number subject to change by State Department of Education).~~
1. Academic program proposals are typically developed and championed by faculty in an academic unit (e.g., department, college, institute, center, Office of the Provost).
- ~~3.2.~~ The Administration provost's office shall refer proposals for new academic programs, program name changes, and any program shelving or eliminations, as they become available, to the Senate Office for assignment to the Curricular Policy Committee (CPC). The CPC shall consider the following questions as guidelines in its deliberations:
  - a. Is there a need for this program?
  - b. Does the program generally fall within the framework of Michigan Technological University's role statement vision, mission, and overall educational goals?
  - ~~c.~~ Is there an appropriate division within the University to develop the proposed program?
  - ~~d.c.~~ Has there been appropriate faculty and student involvement in the development of the program proposal?
  - ~~e.d.~~ Has the faculty of the appropriate academic unit within the University endorsed the development of the proposal? (In the case of an academic program to be offered by an existing unit, this endorsement would normally involve a vote in favor of the development of the proposed program by a majority of the faculty members of the unit).
  - e. Does the program establish any unusual priorities with regard to University resources (e.g., financial, space, infrastructure, faculty/staff workloads, teaching assistants) of all types? A proposal need not

~~include a detailed listing of courses in the curriculum, but it must include enough information to answer the above questions.~~

f. Has this proposal been approved through the appropriate process?

~~4.3.~~ The CPC shall make a recommendation to the ~~Administration senate~~ on each proposed academic program. In the case where one or more issues cannot be resolved between the CPC and the proposing unit(s), the CPC may not refuse to bring a proposal to the full senate, but may bring forth the proposal and present a rationale for non-support.<sup>[1]</sup>

~~5.4.~~ The Senate shall make a recommendation to the Administration on each proposed academic program.

~~6.~~ ~~Within one month after the University has submitted an AP-1 five-year projection to the Michigan Department of Education, the Administration shall provide the Senate with a copy of the submission and an explanation of any deviations from Senate recommendations which may have occurred. Prior to implementation, any program proposed shall be processed in accordance with the procedures of Senate Policy 10-70, Procedures for Developing Significant Changes in the Academic Program.~~

5. Proposed programs may not be advertised or accept enrollment until final approvals (including any required external approvals) are obtained and communicated by the Administration to the unit.

~~7.6.~~ After the establishment of a program, curricular changes (e.g., changes to course requirements, **learning outcomes**, total credits, or program location/modality) will be approved following procedures set by the provost's office.

## Policy Requirements

All proposals submitted under this policy must follow the related procedures and any policies that govern the specific academic program type.

## Purpose

The Senate has the responsibility and authority to review and establish policy and procedures for all curricular matters, including establishment, dissolution, and changes in degree programs. Approval of such programs often has requirements beyond the University Senate, so coordination between the Administration and Senate is necessary for smooth approval of curricular matters.

## Scope

This policy only applies to proposals that: establish new academic programs, rename existing programs, or shelve/eliminate programs.

## Definitions

Academic programs: majors, minors, concentrations, certificates, etc., typically which are completed by enrolled students taking courses for credit and awarded a credential upon successful completion.

Administration: the university president and their designee(s).

## Responsibilities

Provost's Office: ensure all pre-senate approvals are obtained, forward all approved academic program proposals to the Senate Office, ensure any needed post-senate approvals are obtained.

Senate Office: assign proposal numbers, route proposals to the CPC for review, add reviewed proposals to the senate agenda, forward all approved proposals to Administration.

Curricular Policy Committee: review all proposals as described, communicate with the proposal contacts as needed to make any needed revisions, route all approved proposals to the senate office for introduction to the full senate.

## Procedures

In support of this policy, the following procedures are included:

Procedure 108.1.1 - Requirements for Academic Program Proposals

Procedure 108.1.2 - Criteria for Financial Evaluation of Proposed Academic Programs

## History

Adopted: 12/07/1977 (proposal 7-78)

Revised:

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Coordinating Procedures 108.1.1 & 108.1.2

### Policy Statement

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  - a. Is there a need for this program?
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  - c. Has there been appropriate faculty and student involvement in the development of the program proposal?
  - d. Has the faculty of the appropriate academic unit within the University endorsed the development of the proposal? (In the case of an academic program to be offered by an existing unit, this endorsement would normally involve a vote in favor of the development of the proposed program by a majority of the faculty members of the unit).
  - e. Does the program establish any unusual priorities with regard to University resources (e.g., financial, space, infrastructure, faculty/staff workloads, teaching assistants)?
  - f. Has this proposal been approved through the appropriate process?
3. The CPC shall make a recommendation to the senate on each proposed academic program. In the case where one or more issues cannot be resolved between the CPC and the proposing unit(s), the CPC may not refuse to bring a proposal to the full senate, but may bring forth the proposal and present a rationale for non-support.
4. The Senate shall make a recommendation to the Administration on each proposed academic program.

5. Proposed programs may not be advertised or accept enrollment until final approvals (including any required external approvals) are obtained and communicated by the Administration to the unit.
6. After the establishment of a program, curricular changes (e.g., changes to course requirements, learning outcomes, total credits, or program location/modality) will be approved following procedures set by the provost's office.

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Revised: