WSU VANCOUVER APPROVAL PROCESS FOR NEW MAJORS, OPTIONS, MINORS, CERTIFICATES, AND COURSES

[revised 2/11/13]

The process for new degrees and programs, or the extension of existing degrees, has been outlined separately. The process for proposing new majors, minors, options, certificates, and courses within existing degrees is simpler than creating new degrees or extending degrees or programs (it does not require NOIs, or approval from the Council of Deans, for example). Since these changes are all based on existing resources, there should be no additional budget or instructional requirements to make these requests.

NEW MAJORS, MINORS, OPTIONS AND CERTIFICATES

For these, Academic Directors or their designees must use the “Major Change Form—Requirements” (downloaded from the Faculty Senate’s Educational Policies and Procedures site, with further links within the documents; the URL for the Major and Minor policies and forms is http://facsen.wsu.edu/eppm/MajorMinors.pdf). These are all considered “new” even if they have long existed in Pullman; they are new for our campus and the Senate process is required.

Once the Major Change form is completed, but before it goes to Pullman for signatures of chairs, deans, and Faculty Senate committees and subcommittees, the Academic Director (AD) should send the complete form electronically to the Vice Chancellor of Academic Affairs (VCAA). We would like not just the cover sheet but also the required rationale describing the need for the proposal. As outlined in the “Curricular Request Instructions” page, for new majors, options and minors, the rationale “may include projected enrollments, facility needs, faculty/staff arrangements, and study committee or accreditation recommendations, as appropriate.” For new majors or options, a semester-by-semester sequence of studies is required. Proposals for new certificates must follow the Senate’s “Guidelines for Officially Recorded Undergraduate Certificates” and include a description of the certificates emphasis or scope of study and the rationale for offering it, justification for the particular number of credit hours and the courses proposed, and have only courses that have already been approved and in the catalog. The certificate proposal should also include a statement about the $50 fee billed to the student to cover the administrative costs of the official certificate.

VCAA will review the proposal within fifteen days to ensure the information is complete and the proposal fits with campus plans and resources. If the proposal is not complete, or if it is not in keeping with campus plans and resources, it will be returned to the Academic Director with comments or a recommendation. Otherwise, the proposal will be sent to the chair of the FOEC for his or her review. After the FOEC completes its
internal review process, the chair of FOEC will send a note to both VCAA and the AD giving their response. Once the proposal receives approval from FOEC, VCAA will generate a letter of support from the Vancouver campus for the AD to include with the proposal’s supporting materials.

NEW COURSES OR CHANGES TO EXISTING COURSES

For these, Academic Directors or their designees must use the “Major Curricular Change Form—Course” (downloaded from the Faculty Senate’s Educational Policies and Procedures site, with further links within the documents; see above). Once the Major Change form is completed, but before it goes to Pullman for signatures of chairs, deans, and Faculty Senate committees and subcommittees, the Academic Director should send the complete form electronically to VCAA. We would like not just the cover sheet but also the required rationale, current and complete syllabus, and explanation of how the course impacts other units.

VCAA will review proposals for courses that are new to the WSU Catalog and proposals for existing courses for which changes are being requested. After reviewing the proposal to ensure the information is complete and the proposal fits with campus plans and resources, VCAA will respond to the AD with a recommendation within fifteen days and copy FOEC. At that time, if the course is approved, VCAA will generate a letter of support from the Vancouver campus for the AD to include with the proposal’s supporting materials.

After the Vancouver reviews are completed, Faculty Senate process can begin.