

Date of approval:

08-17-16

Names and titles of parties who approved:

June Canty, AVCAA

Elizabeth Soliday, Chair, CFR

## **Degree Approval Process**

The following text and instructions are adapted from the WSU Provost's Office "Academic Procedures." Please refer to that site for detailed information and to obtain appropriate forms.

<https://provost.wsu.edu/procedures/degree-approval/>

The process outlined below applies only to *changes in degree programs*. This includes developing a new degree program, including upgrading an option to become a degree; consolidating two or more degree programs into one; extending an existing program to a new location or to Global Campus; renaming a degree; eliminating a degree; or similar changes. It applies to degree programs at all levels: undergraduate, graduate, and professional.

This process does *not* apply to adding or deleting options (within the same WSU degree code), certificates, minors, individual courses, or other curricular changes below the level of degrees. The curricular change process is described in our "Curriculum Change Process" document.

<b>1. Academic director (AD), Vice Chancellor for Academic Affairs (VCAA) or Associate VCAA, department chair, and dean designee</b>
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- Discuss new program concept, alignment with university aims, resources, student demand, state need.
- Prepare NOI (AD or designee; accessed at Provost's office link above).

<b>2. Academic director (AD) or designee</b>
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- Completes NOI.
- Submits to VCAA/AVCAA.

<b>3. Vice Chancellor of Academic Affairs (VCAA)/ or Associate VCVV (AVCAA)</b>
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- Submits NOI to provost.

<b>4. Provost</b>
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- Reviews proposal.
  - If approved sends to ICAPP for grid.
  - If not approved, communicates with VCAA/AVCAA.

<b>5. VCAA/AVCAA</b>
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- VCAA/AVCAA communicates status with AD, Council of Faculty Representatives (CFR) Chair; arranges necessary follow-up

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**6. AD**

- Coordinates creation of full proposal.
- Communicates with potentially affected units for possible collaborations or supports.
- Sends proposal to VCAA/AVCAA

**7. VCAA/AVCAA**

- Reviews proposal for fit, quality, and resource needs (15 day window).
- Notifies CFR of proposal development.
- Obtains review from Library and VC of F & O (15 day window).
- Sends completed proposal to CFR Chair.
- Provides CFR chair evidence of Library and VC of F & O approvals.
- Notifies AD of submission to CFR.

**8. CFR chair**

- Initiates CFR internal process outlined in Appendix A.
- Communicates final vote to VCAA/AVCAA.

**9. VCAA/AVCAA**

- Communicates CFR vote outcome to AD.
  - Works with AD to address concerns or requested revisions.
  - Submits revised documents to CFR if necessary.
- Prepares letter of support upon proposal completion.
  - Includes CFR recommendation.
- Submits complete package to Provost.
- Informs AD and CFR chair of submission.

**10. Provost**

- Notifies council of deans.
- Forwards proposal to Graduate School or Office of Undergraduate Education.

**11. Graduate School or Office of Undergraduate Education (OUE)**

- Reviews proposal for consistency with strategic plans, quality, responsiveness, fiscal responsibility.
- Sends proposal to library, Office of Assessment, Teaching, and Learning, and budget office to send reviews to provost within 2 weeks.

**12. Provost**

- Determines whether to forward proposal to Faculty Senate.

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- Returns to VCAA/AVCAA if decides to reject.
  - VCAA/AVCAA communicates decision to AD and to CFR.

### **13. Faculty Senate**

- Posts provost-approved proposals on ICAPP for posting on website and 30-day comment period for other institutions.

### **14. Faculty Senate catalog, budget, library, and DOP subcommittees**

- Review proposal.
- Forward reports to appropriate undergraduate or graduate subcommittee.

### **15. Graduate Studies or Faculty Senate Sen Academic Affairs subcommittee**

- Review proposal.
- Send to full Faculty Senate for discussion and vote.

### **16. Faculty Senate**

- Places proposal on available meeting agenda for discussion.
- Votes on proposal at subsequent meeting.
- Returns proposal to provost with senate recommendations.

### **17. Provost**

- Prepares document for Board of Regents
- Notifies Washington Student Achievement council and ICAPP upon implementation
- Notifies VCAA/AVCAA

### **18. VCAA/AVCAA**

- Notifies AD and CFR chair

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Sources: Provost's Office, Faculty Senate, Interinstitutional Committee for Academic Program Planning (ICAPP), and CFR Website

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### **Appendix A.**

#### **CFR Internal Process for Reviewing New Degrees**

##### **1. CFR chair**

- Distributes proposal to CFR Academic Affairs Subcommittee (AAS) with “respond by” date.

##### **2. CFR Academic Affairs Subcommittee (AAS)**

- Provides written review to CFR chair by requested deadline.

##### **3. CFR chair**

- Collates AAS reviews and sends to proposal author with any requests for revision.

##### **4. Proposal author**

- Submits revised proposal to CFR Chair along with description of revisions.
- Skips this step and goes to step 5 if no revisions are requested.

##### **5. CFR chair**

- Distributes revised proposal to CFR members.
- Schedules 30- minute proposal presentation on next CFR meeting agenda.
- Places notice of program review on CFR website.

##### **6. Proposal author**

- Presents to CFR on scheduled date/time.

##### **7. CFR**

- Discusses and votes on proposal following presentation.

Vote categories:

- Support
- Support with revisions
- Do not support
- Table for further discussion

##### **8. CFR chair**

- Follows up on CFR vote:
  - Support → CFR chair sends letter to VCAA/AVCAA, cc’s Faculty Senate Steering Committee.
  - Support with revisions →
    - Sends revision requests to proposal author.
    - Collects and circulates revised proposal for final vote at next CFR meeting.

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- Drops proposal from agenda if revisions not received.
  - Do not support → Provides VCAA/AVCAA explanation for decision.
  - Table for further discussion at next CFR meeting →
    - Requests motion for final vote at the meeting
- Vote categories:
- Support (see subsequent procedures above)
  - Support with revisions (see subsequent procedures above)
  - Do not support (see subsequent procedures above)