Internal UA Procedures:

MEMO

How to Request a New Academic Program, Program Merger or Renaming, or Disestablishment of an Academic Program

Gail Burd, Vice Provost for Academic Affairs
April 5, 2011

Normally each spring in February, the UA requests approval from ABOR to plan new academic programs, to disestablish academic programs, to merge or rename programs, and to reorganize academic units (merge departments, form schools, etc). After ABOR has approved us to plan, the request is written in greater detail and submitted through the appropriate university committees (including Undergraduate Council or Graduate Council, CAAC, Team Provost, Faculty Senate Executive Committee, and Faculty Senate) to implement the program change.

Previous ABOR procedure to get these changes in academic programs and units approved was very labor-intensive and required all the UA committees approve the planning and then approve the implementation. ABOR streamlined their approval process and required forms to only require full university approval for implementation. The presumption has been that the department requesting a new program, for example, has received approval from the departmental curriculum committee, the dept head, the college curriculum committee, the associate dean, and the dean. It now seems that this assumption may not be accurate, in all cases.

ABOR expects that there are internal University conversations and decision processes that include faculty, students, and administrators before the request is made to create a new program or to close an existing program. To accomplish this, I request that:

1) Each department have a curriculum committee (may be part of the undergraduate and graduate committees) and this committee include faculty and at least one undergrad and one graduate student, as appropriate.
2) Each College have a curriculum committee and this committee include faculty and at least one undergrad and one graduate student.
3) Any request for a new program, program merger or renaming, or program closure must be considered by the departmental curriculum committee, the College curriculum committee, and the department head and approved by the dean. The associate deans will be the normal point of contact for submitting these requests to the Office of the Vice Provost for Academic Affairs and will need to certify that these steps in the approval process have taken place.

The Office of Vice Provost for Academic Affairs will be the point of communication between the University and ABOR. Patti King in the Curricular Affairs Office will assist with the initial processes and with the implementation processes following ABOR approval.

Programs with low degree productivity (determined during the Academic Program Review, at a time directed by ABOR, or at other times determined by University administrators) will be asked to justify why they do not produce enough degrees to meet ABOR standards (24 BA/BS etc, 15 MA, MS etc, or 6 PhD). These programs may be allowed to develop a plan to improve the number of degrees that are awarded or may be closed by the University under ABOR guidelines.