

# **Guidelines for Program Creation and Elimination**

## **PROCEDURES FOR SUBMITTING PROPOSALS FOR NEW PROGRAMS PROCEDURES FOR SUBMITTING PROPOSALS FOR THE ELIMINATION OF EXISTING PROGRAMS**

The Academic Planning Committee (APC) will be guided by the Bylaws of the Faculty Senate to carry out its charge. The APC will also be guided by the principles set forth in the Select Mission of the University and the Strategic Plan. The committee will strive to maintain the role of the institution as a comprehensive university that offers a wide range of baccalaureate degrees and selected graduate degrees to meet student interests and societal needs. The procedures will specifically include steps that ensure that 2a. and 2b. of the bylaws dealing with resource and program replacement issues are appropriately addressed.

All proposals should be sent to the Chair of the Faculty Senate who will forward them to the APC.

The committee will use the following criteria to evaluate proposals and formulate its recommendations to the Faculty Senate.

1. Centrality to Mission
2. Program Quality: faculty, students, accreditation, lateral reviews.
3. Demand for program by students
4. Demand for graduates of the program, number of graduates.
5. Program uniqueness: relationship to other programs, duplication locally, regionally.
6. Potential for external resource support, success in accomplishment.
7. Costs to deliver the proposed program, including faculty, staff, capital equipment, and supplies and services.

### **Contents of Proposals for New Programs**

There is no required format for a proposal for a new program but the committee recommends following the UW-System format for Academic Program Planning and Approval (See Appendix or <http://www.uwsa.edu/acadaff/acis/index.htm>). All proposals for a new program should include the following:

1. A description of the new program, including the curriculum and its relationship to other programs at UW-L and the rationale for the new program.
2. A description of how the program satisfies the above criteria.
3. A 5-year plan that describes the following elements of the proposed program
  - a. The initial size of the program
  - b. The projected growth of the program including enrollment, administrative positions, faculty and staff.

- c. Proposals for new programs should discuss the use of online courses. Where proposals build on existing programs, prior use and effectiveness of online offerings should be addressed. For these purposes, an online course is one where fewer than 50% of the contact hours are as face-to-face classroom activities.
  - d. Identification of start-up costs of the program.
  - e. Projection of costs to continue the program for the ensuing 5 years (including administrative positions, faculty, staff, equipment replacement, maintenance, supplies, services, physical plan modifications).
  - f. Entitlement losses or trade-offs.
  - g. Other costs.
4. The source or sources of revenue for both start-up costs and projected costs to continue the program for the 5-year period.
  5. A description of both the positive and negative impacts on:
    - a. Existing programs within the college.
    - b. Existing programs outside the college.
  6. A letter of support from the Dean of the College that will house the new program.

#### **Contents of Proposals for the Elimination of Existing Programs**

A proposal for the elimination of an existing program should include the following:

1. A description of the program to be eliminated, including the curriculum and its relationship to other programs at UW-L and the rationale for elimination.
2. Reasons why the program does not satisfy the above criteria.
3. A plan that describes the following elements:
  - a. How students currently enrolled in the program will be able to complete the program
  - b. How faculty and staff currently in the program will be reassigned, retired or terminated.
  - c. Projection of cost savings resulting from the elimination of the program.
  - d. Additional costs, if any, associated with the elimination of the program.
  - e. Entitlement losses or trade-offs.
4. A description of both the positive and negative impacts on
  - a. Existing programs within the college.
  - b. Existing programs outside the college.
5. A letter of support from the Dean of the College in which the program is housed.
6. A letter from affected academic groups describing how their programs will be influenced by the elimination of the program.