

# **Academic Planning Committee Procedures and Guidelines**

(Revised March 2022)

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 submitted electronically as an attachment in the Additional Documents section within the new program section of the CIM system.

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

1. The Centrality to Mission.
2. The Department, College and University have identified potential and realistic resources to support the program.
3. The potential for the development of a high-quality educational program.
4. The demand for program by students.
5. The demand for graduates of the program both within and outside the State of Wisconsin, number of expected graduates.
6. The program's uniqueness. That is, its relationship to other programs and duplication locally and/or regionally.
7. The potential for external resource support.
8. The costs to deliver the proposed program, including faculty, staff, capital equipment, and supplies and services.

## **I. Proposals for New Programs (Majors/Degrees) with UW System Notice of Intent**

APC requests proposals follow the UW-System's Process for Program Planning, Review, and Approval in the UW-System, and recommend their document be read before proceeding, along with consultation with the UWL Academic Planner.

**Pre-Authorization Proposal:** At the Pre-Authorization phase, APC requires only the Notice of Intent (as described by UW-System). However, APC may ask for additional information with the aim that this will help in the construction of a successful Authorization Proposal to UW-System.

**Authorization Proposal:** The APC requires that the proposal submitted to UW System for Authorization be submitted to Faculty Senate during the Authorization stage. If applicable, the proposal should clearly state any certificate programs associated to the new program and how these certificates meet the standards in sections III and IV of this document. Accompanying this submission to Faculty Senate should be a document that highlights the changes from the Pre-Authorization Proposal that was approved by APC.

### **Expected Process for Program Review**

**Step 0:** APC suggests that before the full proposal is developed for the pre-authorization phase (Step 1), a brief proposal as outlined in the UWL New Program Development Plan document is submitted to the Academic Affairs' New Program Committee (AANPC) for consultation.

#### **1. Preauthorization Phase (approval to plan program)**

- A. Department Review
- B. Dean's Office College Review
- C. Review by the College Committee
- D. Academic Planning Committee Review
- E. Provost Review and Approval
- F. Faculty Senate Approval
- G. Chancellor's Review and Approval
- H. University of Wisconsin System Review and Approval

#### **2. Authorization Phase (approval to implement program)**

- A. Department Review
- B. Dean's Office College Review
- C. Review by the College Committee
- D. Academic Planning Committee Review
- E. Undergraduate/Graduate Curriculum Committee Review
- F. Provost Review and Approval
- G. Faculty Senate Approval
- H. Chancellor's Review and Approval
- I. University of Wisconsin System Review and Approval
- J. Board of Regents Review and Approval

#### **3. Implementation Phase (start of the program)**

## II. Proposals for New Programs (Majors/Degrees) via UW System Fast-Track Process

APC requests proposals follow the UW-System's Process for Program Planning, Review, and Approval in the UW-System, and recommend their document be read before proceeding, along with consultation with the UWL Academic Planner.

**Pre-Authorization Proposal:** At the Pre-Authorization phase, APC requires only a brief description of the proposed program and the Fast-Track Eligibility Proposal (as described by UW-System). The proposed program description should address how the program fits within the UWL mission and UWL program array. APC may ask for additional information with the aim that this will help in the construction of a successful Authorization Proposal to UW-System.

**Authorization Proposal:** The APC requires that the proposal submitted to UW System for Authorization be submitted to Faculty Senate during the Authorization stage. If applicable, the proposal should clearly state any certificate programs associated to the new program and how these certificates meet the standards in sections III and IV of this document. Accompanying this submission to Faculty Senate should be a document that highlights the changes from the Pre-Authorization Proposal that was approved by APC.

### Expected Process for Program Review

**Step 0:** APC suggests that before the full proposal is developed for the pre-authorization phase (Step 1), a brief proposal as outlined in the UWL New Program Development Plan document is submitted to the Academic Affairs' New Program Committee (AANPC) for consultation.

#### 1. Preauthorization Phase (approval to plan program)

- A. Department Review
- B. Dean's Office College Review
- C. Review by the College Committee
- D. Provost Review and Approval
- E. Provost Report of Fast-Track Proposal to Faculty Senate
- F. Academic Planning Committee Review
- G. Chancellor's Review and Approval
- H. University of Wisconsin System Review and Approval

#### 2. Authorization Phase (approval to implement program)

- A. Department Review
- B. Dean's Office College Review
- C. Review by the College Committee
- D. Academic Planning Committee Review
- E. Undergraduate/Graduate Curriculum Committee Review
- F. Provost Review and Approval
- G. Faculty Senate Approval
- H. Chancellor's Review and Approval
- I. University of Wisconsin System Review and Approval
- J. Board of Regents Review and Approval

#### 3. Implementation Phase (start of the program)

### **III. New Minor, Concentration, Emphasis, Certificate for degree seeking students/or Changes in Modality to Existing Program while maintaining same requirements**

#### **Standards for Certificate Programs for Degree Seeking Students**

1. Certificate programs should be no less than 9 credits and usually not more than 16 credits.
2. If the core curriculum within a certificate program significantly overlaps with the core curriculum of another major or minor, completion of the certificate should not be open to those within that major or minor. The certificate needs a statement indicating it is not open to that particular major or minor.

#### **Standards for Minors (per UCC/GCC policy)**

Minors must meet the following requirements:

1. 18-24 credits.
2. At least one-half of the credits at the upper division (300/400 level).
3. A maximum of six credits may be double counted between the General Education Program and the minor.
4. Prerequisite courses not counted in the minor need to be identified in the program description.
5. To address the concern about double counting between majors and minors:
  - a. The student must complete at least 42 “unduplicated credits” (defined as not double counted).
  - b. If there are courses that are required for both, the student must use other courses within the discipline to come up to the minimum number of credits.
  - c. CBA professional core can count as "unduplicated credits" in the business majors.

Proposal Template for new minor, concentration, emphasis, certificate for degree-seeking students, and program seeking to add/change existing modality. (The proposal should be no more than 3 pages, excluding appendices.)

#### **A. Program Identification**

1. Title of the proposed minor/concentration/emphasis/certificate
2. Mode of delivery/New mode of delivery
3. Department(s) or functional equivalent
4. Proposed date of implementation
5. Projected enrollment by year five of the minor/concentration/emphasis/certificate/change in modality

#### **B. Description of the Program**

1. Describe why the minor/concentration/emphasis/certificate/change in modality is being proposed and what evidence there is for demand for this program.
2. Describe how the minor/concentration/emphasis/certificate/change in modality fits into the institutional program array, including possible positive and negative

impacts of the minor/concentration/emphasis/certificate/change in modality on existing programs.

3. If applicable, describe the collaborative nature of the minor/concentration/emphasis/certificate/change in modality.
4. Provide a brief overview of the learning outcomes and/or program objectives and curriculum.
5. Describe resource needs for the minor/concentration/emphasis/certificate/change in modality.

### **C. Appendices**

1. A letter of support from the Department Chair in which the minor/concentration/emphasis/certificate/change in modality is housed that at least addresses department support, confirms resource implications, and ability to regularly offer necessary courses to deliver program (ccing all department chairs with courses in the program).

### **Process for Review of New Minor, Concentration, Emphasis, Certificate for degree-seeking students, and existing programs seeking to add/change modality**

- A. Department Review
- B. Dean's Office College Review
- C. Review by the College Committee
- D. Academic Planning Committee Review
- E. Undergraduate/Graduate Curriculum Committee Review
- F. Faculty Senate Approval
- G. Provost Review and Approval

## **IV. New Certificate Program for Non-Degree Seeking Students (Stand Alone Certificate)**

### **General Principles**

1. Certificate program (credit or non-credit bearing) must demonstrate academic value consistent with existing UWL programs.
2. Certificate programs (credit or non-credit bearing) will be housed in academic departments.

### **Standards for Credit-Bearing Certificate Programs for Non-Degree Seeking Students**

1. Approval of certificate programs must not impinge on the quality and availability of regular programs and opportunities for degree-seeking students. Opportunities for certificate programs will be based on student needs and interests.
2. The approval process for a program will maintain high academic standards.
3. Where appropriate, certificate programs should meet industry/professional society/accreditation standards.
4. Certificate programs should be no less than 9 credits and usually not more than 16 credits.

### **Proposal Template for Credit-Bearing Certificate Program**

#### **A. Program Identification**

1. Title of the certificate
2. Mode of delivery
3. Department(s) or functional equivalent
4. Proposed date of implementation
5. Projected enrollment by year five

#### **B. Description of the Program**

1. A clear statement of the purpose of the program and the anticipated benefits to the department(s), school/college, university, and students.
2. Identification of target audience(s) and evidence of long term or short term need as appropriate.
3. Description of the academic component including:
  - a. Goals
  - b. Statement of admission requirements that are at least equal to the appropriate admissions requirements of the university for degree-seeking individuals. Where a certificate program anticipates a student population that would not normally fall into one of the university admissions categories the proposal should describe the anticipated students background and explain how the proposed admission requirements are appropriate and consistent with overall university admissions requirements.<sup>1</sup>
  - c. Number and array of courses including specification of any required courses. If electives are allowed within the certificate program an explanation of the proposed electives in light of the need for program cohesion should be included.

4. A statement that identifies program prerequisites
  - a. GPA requirements for certificate completion (2.5 minimum for undergraduate and 3.0 for graduate certificate programs).
  - b. A statement outlining the certificate program's relationship to and articulation with existing degree programs and the select mission of UW-La Crosse.
5. Description of the administration, staffing, and budgeting for the program including the following:
  - a. Evidence that the faculty/staff in the department(s) and other qualified personnel are willing to teach the courses in the certificate program at the times/locations necessary for completion of the certificate.
  - b. Proposed frequency of course offerings for courses included in the certificate program.
  - c. Proposed arrangements for ongoing advising for students in the certificate program.
  - d. Anticipated need for other student support services for students enrolled in the certificate program.
  - e. For certificate programs involving more than one academic department, identification of an administrative unit for the program.

### **C. Appendices**

1. A letter of support from the Department Chair in which the certificate is housed that at least addresses department support, confirms resource implications, and ability to regularly offer necessary courses to deliver program (ccing all department chairs with courses in the program).

#### Process for Review of Credit-Bearing Certificates for non-degree seeking students

- A. Department Review
- B. Dean's Office College Review
- C. Review by the College Committee
- D. Academic Planning Committee Review
- E. Undergraduate/Graduate Curriculum Committee Review
- F. Faculty Senate Approval
- G. Provost Review and Approval
- H. HLC Approval

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<sup>1</sup> For example, when originally proposed it was anticipated that the Dosimetry Certificate program might attract students who were established professionals but who had received their radiology technology training through hospital-based programs. Such individuals might not possess academic degrees such as a bachelors or associate and consequently not formally match a university admissions category. The policy is designed to ensure that certificate programs have admissions requirements consistent with those for degree seeking students and yet provide flexibility where appropriate. In such cases, certificate proposals should describe the anticipated student population and why this should be considered consistent with university admissions requirements.

**Post-Approval Oversight:** Once approved certificate programs will be reviewed as a part of the academic program review of the home department. This review will report on the extent to which the program has met the standards.

### **Non-Credit-Bearing Certificate Programs**

**Approval Process:** A non-credit-bearing certificate program will originate with an academic department. The certificate program must be endorsed by all affected departments, be approved at the college level and by the Provost.

**Post-Approval Oversight:** Once approved certificate programs will be reviewed as a part of the academic program review of the home department. This review will report on the extent to which the program has met the proposed standards.



## **V. Proposals for Institutes or Centers**

A proposal for a new Institute or Center should include the following and be at most 3 pages:

1. A description of the mission/purpose of the proposed Institute or Center and its anticipated activities.
2. A description of the organizational structure and oversight of the Institute or Center.
3. A description of the resources to be devoted to the Institute or Center.
4. Letters of support from academic department(s) and Dean(s) as appropriate.

## **VI. Proposals to Eliminate 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.