

Academic Planning Committee

Procedures and Guidelines

(Revised and Approved March 2016)

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. 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)

The 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.

Pre-Authorization Proposal: The APC requires the Pre-Authorization Proposal to include several items that follow the form described by the UW-System <http://www.uwsa.edu/acss/planning/>. See the **Content/Structure** for the Authorization proposal. Note this document should be no more than 10 pages.

APC requires more than just the Notice of Intent, with the aim that this will help in the construction of a successful Authorization Proposal to UW-System. Therefore, at the Pre-Authorization phase, the APC requires:

A. Notice of Intent (as Described by UW-System)

B. Abstract: A description of the proposed program in 50 words or less.

C. Program Identification:

1. Institution name
2. Title of proposed program
3. Degree/major designation
4. Mode of delivery
5. Single institution or collaboration
6. Projected enrollment by year five of the program
7. Tuition structure (i.e., standard tuition, differential tuition, etc.)
8. Department or functional equivalent
9. College, School, or functional equivalent
10. Proposed date of implementation

D. Introduction:

1. Why is the program being proposed? What is its relation to the institution's mission?
2. What evidence is there for demand for this program?
3. How does the program represent emerging knowledge, or new directions in professions and disciplines?

E. Description of Program:

1. Describe the general structure of the program, including:
 - a. The ways in which the program fits into the institutional program array and academic plan, including positive and negative impacts of the program on existing programs
 - b. The extent to which the program is duplicative of existing programs in the University of Wisconsin System
 - c. The collaborative nature of the program, if appropriate, including community partners and specific institutional responsibilities
2. Brief overview of program outcomes and curriculum
3. Discussion of any need for external accreditation for program viability
4. Resource needs for the program
5. A letter of support from the Dean of the College in which the program is housed

F. Memorandum of Understanding for Interdisciplinary Programs: If the proposed program includes collaboration across departments, colleges, and/or campuses (or functional

equivalents), a Memorandum of Understanding should be included.¹

1. Identify the following individuals associated with the program.
 - a. Main point of contact (director, advisor, or faculty)
 - i. If applicable, how would the possibility of reassignment time for this individual be handled? Indicate the conditions under which this position would be given reassignment time (e.g., threshold numbers of students, advisees, classes, etc.).
 - b. Individual responsible for coordinating assessment
 - c. Points of contact for each participating department
2. Specify a range for the number of students the participating departments are committed to serving as part of this program.
3. Specify the intended offering pattern of any courses required for the program.
4. Indicate how the workload for teaching any interdisciplinary courses as part of the program will be distributed.
5. Indicate how credit for the number of students enrolled in the program will be distributed amongst participating departments.
6. If applicable, describe how the participating departments will provide essential equipment and materials to the program. This is particularly important for any required courses.
7. Identify the process by which this Memorandum of Understanding would be revised, if needed.

Authorization Proposal: The APC requires that the proposal submitted to UW-System for Authorization be submitted to Faculty Senate during the Authorization stage. Accompanying this submission to Faculty Senate should be a document that highlights the changes from the Pre-Authorization Proposal that was approved by the APC.

Expected Process for Program Review

UW System

1. **Preauthorization Phase** – institution submits Notice of Intent
 - 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

¹ Other campuses in the UW-System require less information at the Pre-Authorization stage. Therefore, if the proposed program involves collaboration with other institutions, it is understood that all facets of this MOU may not be available during this stage. APC asks that the UW-L representative(s) complete as much of this MOU as possible.

2. Authorization Phase – institution submits a brief proposal and a letter of commitment

- 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

3. Implementation Phase – start of the program

II. Proposals for New Minors, Concentrations, or Emphases

The APC requires the following items for proposals of new minors, concentrations, or emphases. The proposal should be no more than 3 pages, excluding appendices.

A. Program Identification

- 1. Title of the proposed minor/concentration/emphasis
- 2. 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

B. Description of the Program

- 1. Describe why the minor/concentration/emphasis is being proposed and what evidence there is for demand for this program.
- 2. Describe how the minor/concentration/emphasis fits into the institutional program array, including possible positive and negative impacts of the minor/concentration/emphasis on existing programs.
- 3. If applicable, describe the collaborative nature of the minor/concentration/emphasis.
- 4. Provide a brief overview of the learning outcomes and/or program objectives and curriculum.
- 5. Describe resource needs for the minor/concentration/emphasis.

C. Appendices

- 1. A letter of support from the Department Chair in which the minor/concentration/emphasis is housed.
- 2. A copy of the program proposal prepared in the Curriculum Inventory Management (CIM) system

Expected Process for Review of Minors, Concentrations, and Emphases

- 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

III. Proposals for Certificate Programs

General Principles

1. Certificate program (credit or non-credit bearing) must demonstrate academic value consistent with existing UW-L programs.
2. Certificate programs (credit or non-credit bearing) will be housed in academic departments.
3. Any certificate program must be compatible and consistent with university enrollment management plans.

Credit-Bearing Certificate Programs

Standards

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. Certificates may be earned by a specified audience of "non-traditional"/non-degree seeking students from the regional community or by degree seeking students at UW- L. Guidelines and standards will be identical for both groups.
4. Where appropriate, certificate programs should meet industry/professional society/accreditation standards.
5. Certificate programs should be no less than 12 credits for undergraduate certificates (9 credits for graduate certificate programs) and usually not more than 18 credits.
6. At least 75% of the credits applied to the certificate program requirements must be taken through UW-La Crosse.

Procedures

1. Certificate program proposals will originate with an academic department; all affected departments must endorse proposals. Each proposal will include the following:
 - a. A clear statement of the purpose of the program and the anticipated benefits to the department(s), school/college, university, and students.
 - b. Identification of target audience(s) and evidence of long term or short term need as appropriate.

- c. Description of the academic component including:
 - i. Goals
 - ii. 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 student background and explain how the proposed admission requirements are appropriate and consistent with overall university admissions requirements.²
 - iii. 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.
 - iv. A statement that identifies program prerequisites
 - v. GPA requirements for certificate completion (2.5 minimum for undergraduate and 3.0 for graduate certificate programs).
 - vi. A statement outlining the certificate program's relationship to and articulation with existing degree programs and the select mission of UW-La Crosse.
- d. Description of the administration, staffing, and budgeting for the program including the following:
 - i. 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.
 - ii. Proposed frequency of course offerings for courses included in the certificate program.
 - iii. Proposed arrangements for ongoing advising for students in the certificate program.
 - iv. Anticipated need for other student support services for students enrolled in the certificate program.
 - v. For certificate programs involving more than one academic department, identification of an administrative unit for the program.

Approval Process: Certificate programs that are totally credit-bearing or are the combination of credit-bearing and non-credit bearing courses will, after approval by the proposing department and any required college level review, be reviewed by the Academic Planning Committee, the Undergraduate Curriculum Committee or the Graduate Curriculum committee and the Faculty Senate.

² 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.

IV. 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.