Approval, Routing, and Notification Procedures for Course and Curriculum Changes

Approved unanimously by Faculty Senate Academic Affairs on 1/8/2008

Effective Date: Fall 2008

**Approval, Routing, and Notification Procedures
for Course and Curriculum Changes
Effective: Fall 2008**

Table of Contents

Introduction

The information in this manual describes the procedures that must be followed for all matters relating to modifications in courses, academic plans, and degree programs. These modifications also include adding and discontinuing courses and degree programs. Each modification is initiated by a proposal that identifies the specific process – new, change, or discontinue. In addition, the proposal will also be classified within one of three categories – expedited review, non-expedited course/curriculum approval, or academic program approval. Since many current changes are of a minor nature (e.g., correcting errors, updating titles, minor wording changes, or term offered, etc.), an expedited review would allow for quick reviews and changes with opportunities for a more complete review if problems are noted. This expedited review process for course changes has been streamlined and is more focused, but also allows for more rapid reviews and changes. Given the implications of changes in academic plans and programs (majors, minors, options, certificates, secondary majors, and collaborative programs), course approval and academic program approval reviews are more comprehensive and complete, with many feedback loops and time for discussion.

The Faculty, along with Department Heads, Deans of Colleges, the University Administration, and the Kansas Board of Regents (KBOR) are all involved with the "change process" described in this manual. At any step in the process (either expedited, course or academic program approvals), the proposal may be returned for clarification, denied approval, or it may be approved. If not approved, the proposal is no longer viable and no further consideration will occur for that particular proposal.

The Faculty Senate has established policies governing all academic matters including requirements for courses and academic plans, requirements for degrees, academic standards for students and for the institution, and evaluation of the educational program. In addition, the policies and procedures related to program assessment and improvement require that each course, curriculum and degree program must include learning outcomes.

The powers of the general faculty are described in Appendix E of the University Handbook. It states:

> Traditionally, the faculties of colleges and universities have control of all matters dealing with the courses and curricula to be offered by the institution, and the granting of degrees. These powers are subject to final approval by the Kansas Board of Regents.

> The general faculty of Kansas State University also has the authority to participate in the establishment of policies for the supervision and control of student affairs, faculty affairs, and public relations.

> Faculty participation being essential to the establishment of policy relating to many all-university problems, it is within the power of the faculty to participate in the formulation of policies concerning such matters.

A proposal is required for all new courses, modifications to courses, and discontinuation of courses. Furthermore, a proposal is required for all curriculum changes and for adding or discontinuing degree programs. The proposal is approved through the department, college levels, and Graduate School for graduate programs. Afterwards, for all non-expedited course

and curriculum changes, the Faculty Senate Executive Secretary receives the proposal and tracks the proposal through the rest of the process and notifies all pertinent parties of the proposal status. At any stage during this approval process, a reviewing body can refer the proposal back to the previous reviewing body, and/or may consult with the originating department contact person.

Policies

Kansas Board of Regents Approval of New Academic Programs:
> The KBOR Policy Manual [Academic Affairs Section D] stipulates that the Board approval is required for the establishment of new degree programs. When the Board considers the establishment of a new degree program or major, information regarding its need, quality, cost and means of assessment become paramount. This document outlines the policies, procedures and criteria the Board utilizes when reviewing request for new academic degrees and majors.
>
> The academic programs should follow the procedures and complete the required forms for the establishment of a new degree program as outlined in the KBOR Appendix G – Policies and Procedures for the Approval of New Academic Programs: http://www.kansasregents.org/academic/policymanual.html

Kansas Board of Regents – Notification of New Program Proposal to Institutions within the Board of Regents:
> The minimization of unnecessary program duplication is a high priority of the Kansas Board of Regents. Any institution proposing a new program must submit the Program Summary Form to Board Staff no less than 45 days prior to the submission of the full proposal. All institutions shall be automatically notified of the proposed program by email. Institutions with preliminary objections to the new program must state those objections in writing to Board Staff within the 45 day time period. The list of concerns, comments, and objections will be compiled by Board Staff and forwarded to the proposing institution for follow-up.
>
> Where existing programs within the State may serve the same potential student population, the institution proposing a new program must demonstrate (a) a new program is sufficiently different from existing programs; (b) accessibility to existing programs is sufficiently limited to geography or other variables, and (c) the new program is integral to institutional mission. Final proposals must also contain all the required information including evidence that concerns and questions have been addressed and be submitted in the approval format.
>
> This process shall not prevent an institution from submitting a new program proposal, but it is designed to make the approval process more transparent, improve proposals and reduce potential conflict related to unnecessary duplication

Course number reissued:
> When a department drops a course, the course number cannot be reissued for five years.

Degree Approval

        Approval for an Associate's degree, Bachelor's degree, Master's degree, or the earned Doctorate degree: The Dean of the College is responsible for determining the award of degrees and forwarding on to the Registrar's Office and Faculty Senate Academic Affairs. Final approval is given by Faculty Senate.

        Posthumous Degree: A student who dies while actively pursuing a degree at Kansas State University may be considered for a Posthumous Degree. The Dean nominates the student for consideration by Academic Affairs and Faculty Senate. If approved, the degree would be granted and noted on the transcript and the diploma that it is a posthumous degree.

New Doctoral Programs

        When an institution proposes a new doctoral program, the Board of Regents shall employ three external consultants selected by the President and CEO to review the requesting institution's ability to deliver the proposed program and to review all similar programs in the system, if there are any. The criteria referenced in Appendix G (BOR Policy Manual) shall be followed by the consultants in determining the quality of the proposed program. The Council of Chief Academic Officers, the Council of Presidents and the Board shall review the consultants' report before a final decision regarding the proposed doctoral program is rendered. All expenses of the special review shall be borne by the proposing institution. Cost of subsequent reviews related to deficiencies shall be borne by institutions found to have deficient areas.

Student Learning Outcomes (SLOs)

        In accordance with Board of Regents Policy and Procedures manual for new undergraduate and graduate degrees and certificate programs, an Assessment of Student Learning Plan for the first three years of the degree program should be attached. The Office of Assessment has these templates on line. The Assessment Plan template can be found at:

            http://www.k-state.edu/assessment/plans/index.htm

        The Student Learning Outcomes cover sheet can be found at:

            http://www.k-state.edu/assessment/slo/index.htm

        The Assessment Plans for undergraduate programs must be approved by the College Assessment Review Committee (CARC) and for graduate programs, by the Graduate Council Assessment and Review Committee prior to submission to Academic Affairs.

General Procedures by Organization

A. Department: The faculty member(s) most clearly associated with the course and/or curriculum change electronically submit(s) the proposal using the designated form for consideration and review to the Department Course/Curriculum Committee. Consideration should be given to availability of faculty, space, equipment, library facilities, and budget in addition to the desirability of the course content. All new degree programs including proposals for new secondary majors must complete the KBOR Appendix G form. For collaborative programs, the KBOR Appendix K (see Appendix L) must also be completed. For certificate programs, K-State's certificate policy must be followed (see Appendix M). Changes to current degrees names must follow the same approval process as a new degree program. In other words, the change to the degree name must receive approval from the department, college faculty, faculty senate academic affairs, faculty senate, provost, and KBOR COCAO (KBOR Policy (Appendix D-7-d1-b)

For undergraduate program course and curriculum changes, the faculty member discusses the changes proposed with their respective Dean's Office, determines the appropriate process for changes to courses and curriculum, either expedited or full process, what other departments may be affected, and the appropriate documents needed.

For graduate program course and curriculum changes, the faculty member discusses with Graduate School the changes proposed and the appropriate documents needed. Also, the faculty member may want to confer with the Graduate School as to the appropriate process for changes to courses and curriculum, either expedited or full process.

The Office of Planning and Analysis is notified about the proposed additions, deletions, and changes to courses, academic plans, and programs. The Office of Planning and Analysis assists with identifying an appropriate Classification of Instructional (CIP) code for new programs. This code is a federal code used by all higher education institutions to submit data to the U.S. Department of Education and to easily compare degree programs.

Prior to approval, the department must obtain documents (email, memo, etc.) verifying notification and approval of the change(s) by other departments within or outside the college that may be affected by this change(s). Approval should be received from the department head, unit head, or director of the department affected. The documents need to be on file for easy retrieval if questioned. If there is a direct impact on another department or unit, a statement shall be included with a brief description of the problem, resolution, and supporting documentation. Changes that affect another department or unit outside the college may not go through the expedited process.

In addition to notifying other departments and colleges of changes, the Library needs to be consulted about new library resources and/or services the

curriculum or program will require. The department may contact the chair of the University Library Committee regarding this matter.

If the Department Course/Curriculum Committee approves the proposal(s), the new offering is considered for approval by the department faculty as a whole. If the Department Faculty approves the proposal(s), then the recommendation is forwarded to the College Course/Curriculum Committee for approval.

The department shall submit their approved course data sheet(s), curriculum change(s), and/or new program documentation to their respective College Dean's Office in electronic format. Either a hard copy or electronic copy of the form containing the department head's signature must also be submitted to the dean's office for future reference. The department shall maintain a current record of all approved courses and their descriptions.

B. College: The faculty of each college shall determine the method of selection for their Course/Curriculum Committee. The Dean's office of each college should forward the name of the chair to the Faculty Senate office at the start of the fall term.

1. **Expedited Process:** The College Course/Curriculum Committee is responsible for review of all expedited changes proposed by units within the college. They may approve, reject, or send any proposal back for revision, clarification, or modification. Approved proposals will be effective immediately after the committee approves them (with the exception of graduate items, which will need approval from the Graduate Council). The committee chair will notify the dean's office personnel of action taken at their meetings. Dean's office personnel will then be responsible for notifying Registrar Office personnel, Faculty Senate, Graduate School, and the UGE Council of approved changes. The committee may set their own schedule of meetings during each semester in order to facilitate expedited changes in a timely manner. This schedule does not need to be the same as college faculty meetings. The proposal and approval sheets for expedited changes would serve as notification to college faculty.

■ Proposal and approval sheets for the College Course/Curriculum Committee meeting will be distributed for expedited proposals*. Course data sheet forms or curriculum forms must be submitted electronically to the individual in charge of creating the proposal and approval sheets. Either a hard copy or electronic copy with the department head's signature will be submitted at the same time and be kept in the dean's office (or area designated by the dean's office) for future reference. Using these forms submitted by departments, the information is summarized and the proposal sheets are created for distribution. The proposal sheets are to be distributed to the list of persons and offices shown below. A minimum time of **10 calendar days** shall accommodate the distribution of the expedited proposal sheets to permit time for campus-wide review and feedback of proposals before the College Course/Curriculum Committee

Meeting. Objections to a proposal shall be made known to the College Curriculum Chair, Dean's Office, and to the responsible Department Head. The College Dean is kept informed of all developments. All colleges should follow the same format. Information in these sheets will include: A cover sheet indicating the date, time, and location of the course/curriculum committee meeting; a contact person; and any impact on other units within the college. The body of the sheets will include: the department proposing the change; from and to section containing the change; rationale; and effective date. Undergraduate expedited course changes (000-599) should appear first and then Graduate expedited course changes (600-999). Minor curriculum changes should appear after course changes; undergraduate first and then graduate. For more information on what qualifies for the expedited process, please see the Expedited Review Process section located later in this manual.

■ Approval sheets from the College Course/Curriculum Committee meeting will often be identical to the proposal sheets, except for the cover page. If any proposals were not approved, this should be indicated on the last page of the approval sheets.

> * Occasionally the College Course/Curriculum Committee will review expedited proposals and non-expedited proposals at the same meeting. When this occurs, there will be forms and proposal sheets for expedited changes, but only the course or curriculum forms will be available for the non-expedited changes as they will be included in the proposal sheets for the college faculty meeting (see below).

2. **Non-Expedited Process:** The College Course/Curriculum Committee may reject any or all the proposals; send the proposal back for revision, clarification or modification; or approve the proposal. A minimum time period of **10 calendar days** shall accommodate the distribution of the proposal sheets to permit time for campus-wide review and feedback of proposals before the College Faculty Meeting. Objections to a proposal shall be made known to the Dean's Office and to the responsible Department Head. The College Dean is kept informed of all developments.

■ Proposal Sheets for College Faculty meetings (Previously called green sheets)
Course data sheet forms or curriculum forms, and/or new program documentation must be submitted electronically to the individual in charge of creating the proposal and approval sheets. Either a hard copy or electronic copy with the department head's signature will be submitted at the same time and be kept in the dean's office (or area designated by the dean's office) for future reference. Using these forms submitted by departments, the information is summarized and the proposal sheets are created for distribution. The proposal sheets are to be distributed to the list of persons and offices shown below. A cover page shall accompany the document and enclose the following information: The name of the college or unit proposing the changes; the date, time, and location of their

meeting; and a list of all departments impacted by the changes. The proposal sheets shall be separated into the following sections:

> Section 1: Non-expedited Course Changes (599 and below)
> Section 2: Non-expedited Course Changes (600 and above).
> Section 3: Non-expedited General Education Courses (new and changes)
> Section 4: Undergraduate Curriculum Changes
> Section 5: Graduate Curriculum Changes
> Section 6: New Undergraduate Curriculum(s) (includes new AS/AA, BS/BA programs, undergraduate certificates, minors, options/concentrations/specialties, etc.)
> Section 7: New Graduate Curriculum(s) (includes new masters, PhD, EdD, graduate certificates, specializations, etc.)

A similar format should be followed throughout this document by all colleges. Course changes should be listed first by department and then noted by a section entitled "From:" and a section entitled "To:" for each course. Current course information should be listed in the "From" section while proposed course information should be listed in the "To" section. Items being deleted should be struck through and items being added should be underlined. A rationale for proposed changes and an effective date need to be included in the sheets. Curriculum changes should follow this same type of format. In the case of a new course or curriculum no markings are necessary as no information will be deleted.

■ Approval Sheets for College Faculty meetings (Previously called white sheets)
The approval sheets many times will be identical to the Proposal Sheets, except for the cover page. The cover page shall enclose the following information: The name of the college or unit that approved the proposed changes; the date the proposed changes were acted on, and a list of all departments that are impacted by the proposed items.

If there are items not approved by the College, please indicate this in the Approval Sheets at the end of the document.

After at least the minimum time period has elapsed, the Course/Curriculum committee or College Faculty at their meetings may reject, change (with consent from the department), request revision and/or clarification, or approve the proposal. If the proposal is approved, the college is responsible for making the documents available to: members of Faculty Senate, the Faculty Senate Office, Academic Deans, Academic Department Heads, Graduate Council Academic Affairs Committee (if applicable), Office of Admissions, Office of Registrar, Planning and Analysis Office, and others by request. The COURSEANDCURRIC@listserv.ksu.edu email address is available for this purpose. Additionally, an electronic copy of the proposal will be provided to the Faculty Senate Office in a format acceptable by the Secretary.

C. University General Education (UGE):
    If the course is a new course, the UGE Council receives a copy of the proposal after the proposal has been passed by the department(s) and college(s). UGE Council reviews the proposal, and either passes it and forwards the documentation onto the Faculty Senate Academic Affairs committee for approval, or denies the proposal and sends it back to the college. Expedited changes to these courses are sent to the UGE Council as information only without needing approval to be implemented.

D. Graduate Council:
    The Graduate Council receives proposals from the Colleges that concern graduate courses (courses with a course number greater than 599), academic plans (excluding the first professional DVM plan), and degree programs. Proposals received by the tenth of the month are considered by Graduate Council Academic Affairs Committee, and if approved, are considered by the Graduate Council the following month. The Graduate Council does not meet in January or during the summer months.

    The proposal is forwarded to the Academic Affairs Committee of the Graduate Council for recommendation to the Graduate Council. If the Academic Affairs Committee does not approve the proposal, it will be returned to the originating department for clarification or additional information. The Academic Affairs Committee is composed of at least one representative from each of the Academic Area Caucuses, as appointed by each Caucus. The Academic Affairs Committee is charged with matters of graduate courses, graduate curriculum, graduate programs and program-specific criteria for graduate faculty membership and the review of existing graduate academic plans and programs. The Graduate Council Assessment and Review Committee will serve as the Graduate Council representation during any formal review of graduate programs that are submitted to KBOR.

    If the proposal is approved by the Academic Affairs Committee, then the reviews are placed on the Graduate Council Agenda for approval. The Graduate Council may request further clarification, revision, or reject the proposal. Once the proposal is approved, it is forwarded to the Academic Affairs Committee of Faculty Senate. Non-expedited graduate items must be approved by Faculty Senate. The approved proposals are submitted to the Registrar's office, notification of approval is made to the appropriate departments, and changes are made to the Graduate School Catalog.

    Copies of the Graduate Council Minutes shall be made available to members of the Faculty Senate Academic Affairs Committee listing those courses, academic plans, and degrees approved.

E. Faculty Senate Academic Affairs Committee:
    A minimum 10 calendar day time period is required between the time the material approved by the college or the Graduate Council (for graduate course and curriculum material) is received by the Committee and the time that it will be considered. Those changes approved through the expedited review process do not

require approval from this committee. The Faculty Senate Academic Affairs Committee does not meet during the summer months.

Objections to the proposals to be considered by the committee should, if possible, be sent to the Chairperson prior to the meeting at which the proposal will be considered.

The Academic Affairs Committee may take any of the following actions:

For full approval of degree program additions or deletions:
a. Request that the proposal be returned to the College Course/Curriculum Committee for revision, modification, etc.
b. Accept the proposal with minor changes with the approval of the departments involved.
c. Forward the proposal to Faculty Senate with objections or disagreements, if they cannot be resolved by the Committee.
d. Accept the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting Agenda.
e. Refer to the Provost when resource conflicts cannot be resolved between units.

For consent agenda approval of course/curriculum changes:
a. Request that the proposal be returned to the College Course/Curriculum Committee for revision, modification, etc.
b. Accept the proposal with minor changes with the approval of the departments involved.
c. Forward the proposal to Faculty Senate with objections or disagreements, if they cannot be resolved by the Committee.
d. Accept the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting as a Consent Agenda.
e. Refer to the Provost when resource conflicts cannot be resolved between units.

F. Faculty Senate Executive Committee:
The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer item back to Faculty Senate Academic Affairs Committee.

G. Faculty Senate:
The Faculty Senate upon consideration of a proposal may take any of the following actions:
a. Reject the entire proposal.
b. Request revision or modification to the proposal.
c. Approve the proposal.

All new academic plan proposals must be approved by Faculty Senate and major course changes. Minor changes to undergraduate and graduate courses that were

expedited do not need Faculty Senate approval. The minutes from the Faculty Senate meeting shall constitute final communication and official notice of the proposal. The proposal becomes official when the motion to approve is passed. Exceptions include those proposals involving: new academic plans, new degrees, and name changes to degrees (these proposals are forwarded to the University Provost and the Board of Regents for approval, which occur after Faculty Senate approval). The proposal shall appear in the Course Schedule and it will be entered in the General Catalog or Graduate Catalog. The procedure is:

    a. The Department Head inserts the changes in the Course Schedule and allocates the necessary instructional space and equipment.

    b. The Assistant College Dean will work with the electronic catalog editor and the Graduate School to update the catalogs with the approved changes.

    c. The Faculty Member notifies the University Library, the bookstores, and other suppliers of the items required and the date needed.

H. University Provost:

All items requiring Board of Regents approval are first sent to the Provost of the University for review. Upon approval, the Provost of the University forwards the proposal to the Board of Regents. These proposals may include but are not limited to: a new academic plan, new degree program proposal, name change to a degree program, or a new minor outside an existing degree program.

I. Board of Regents:

1. The Academic and Extension Committee of the Board of Regents receives the proposal. After a one-month waiting period, the Committee makes a decision. If approved, the proposal for a new degree program is forwarded to the Board of Regents. New certificate or minor programs and discontinuation of degree programs are announced at the Board of Regents meeting but do not require approval.

2. The Board of Regents may take any of the following actions on the new degree program:

    a. Reject the proposal without conditions.

    b. Refer the proposal back for revision, modification, or clarification.

    c. Approve the proposal. The Board of Regents Secretary is responsible for notifying the University if the proposal has been approved or not; the proposal becomes official when the Board of Regents passes the motion for approval.

Procedures for Considering Matters of University Academic Policy

The following information is provided to promote and ensure an orderly and consistent introduction, dissemination, information gathering, and decision making process regarding matters of policy or criteria affecting courses, curriculum, degrees and other academic matters. The information in this section augments the procedures for proposals regarding courses, academic plans, and degrees.

A. Submission of Proposals to Faculty Senate Academic Affairs Committee.
Any individual or group of standing in the university community (i.e. task forces, Student Senate, faculty, committees, administrators, departments, and interdisciplinary programs) may submit a proposal.
> 1. The Chair of the Academic Affairs Committee shall be contacted to either place the item on the Academic Affairs Committee Agenda or refer the item to the appropriate group for consideration.
> 2. The individual or group submitting the proposal should be prepared to verify that consultation has taken place with appropriate or affected parties.

B. Proposal Review by Faculty Senate Academic Affairs Committee.
The Academic Affairs Committee, after consideration of a proposal, may take any of the following actions:
> 1. Reject any part or the entire proposal.
> 2. Refer to another appropriate group.
> 3. Receive the proposal and send it back for revision, clarification or modification.
> 4. Vote on the proposal to forward it on to Faculty Senate. Or the Academic Affairs Committee may further review the proposal. Academic Affairs will determine the review process for each proposal that may follow some or all of the guidelines below:
>> a. Academic Affairs Committee may appoint an ad hoc committee to facilitate a public hearing and report findings back to the Academic Affairs Committee. Once the date, time, and location of the hearing have been decided, the ad hoc committee shall advertise it widely – Examples for advertising include: the KSU Printing Service Distribution for faculty and administrators, send notice to the Student Executive Committee, make an announcement in the Collegian, post on the Faculty Senate Internet Home Page, among others as appropriate.
>>
>> b. Copies of the proposal are made by the sponsor. Contents of proposal shall include:
>>> 1.) Cover: Name of the sponsoring individual or group, title of the proposal, date of public hearing, time of public hearing, place of public hearing, name of proposal sponsor with phone number and e-mail address.
>>> 2.) Proposal text: Rationale for proposal, actual proposal, supportive documentation and data (if any) relating to implementation and impact of the proposal, other pertinent information, and proposed effective date.
>>> 3.) Distribution of proposals: Copies of the proposal are distributed by the sponsors as directed by Academic Affairs. Examples of distribution may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar's Office, Academic Department Heads, Course and Curriculum Chairpersons in every college, the Provost, and other offices or individuals as appropriate.

c. **This is the time at which any comments of support or objections should be made known to the sponsors. A minimum of 10 calendar days is required between the distribution of the proposal and any hearing to permit time for campus-wide review and feedback.**

d. The sponsors (and the ad hoc committee if appointed by Academic Affairs) shall prepare a final report for consideration by the Academic Affairs Committee. Contents of the report will include the following:
    1.) Original proposal, including any modifications made.
    2.) Sponsor name followed by the wording "in conjunction with an ad hoc committee of the Academic Affairs Committee of Faculty Senate."
    3.) Date, time, and place that Academic Affairs will consider the proposal.
    4.) Names, phone numbers, and e-mail addresses of the sponsors and the Chair of the Academic Affairs Committee ad hoc committee.

e. Copies of the final report will be directed to the Academic Affairs Committee and may include but is not limited to: Faculty Senators, Student Government Executive Committee, Registrar's Office, Academic Deans, Academic Department Heads, Course and Curriculum Chairpersons in every college, the Provost, and other offices and/or individuals as appropriate. This step is for University consideration.

f. **A minimum of 10 calendar days is required between the time the proposal is received by the Academic Affairs Committee and the time it will be considered. Objections shall be sent in writing to the Academic Affairs Committee Chair prior to the Academic Affairs Committee meeting when the proposal will be considered.**

5. The Academic Affairs Committee considers and acts on the proposal with one of the following outcomes:
    a. Reject the proposal.
    b. Return the proposal to the sponsor(s) for additional revision, modification, etc.
    c. Approve the proposal as submitted and forward it to the Faculty Senate Executive Committee for inclusion on the next Faculty Senate meeting agenda.
    d. Approve the proposal with minor modifications and forward it to the Faculty Senate Executive Committee.
    e. Receive and forward the proposal on to the Faculty Senate Executive Committee, with objections or commentary.

6. Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The Executive Committee may request minor clarification or editorial corrections to the proposal. From this point and onward, the standard procedures for courses and academic plans shall be followed. See "G. Faculty Senate," under "General Procedures by Organization."

Calendar

Type of Review	Academic Affairs Committee
I. Expedited Review	Accepted anytime during the Academic Year – Changes effective upon required approval and following system updates.
II. Non-Expedited Review Course/Academic Sub plan, Plan, or Program Approval	Accepted on monthly basis throughout the Academic Year

iSIS and class schedule require the following deadlines:

Changes, Addition, Deletions effective for:	Must be submitted to Faculty Senate Academic Affairs 10 calendar days prior to:	Must be approved by Faculty Senate by:
Spring Term (including January Intersessions)	2nd September meeting*	October meeting
Summer Term (Including May Intersessions)	2nd January meeting*	February meeting
Fall Term (Including August Intersessions)	2nd April meeting*	May meeting

*Graduate courses must be approved by the Graduate Council in order to be approved by the FS Academic Affairs committee. This means the college must approve changes and submit their changes to Graduate Council by August 10 for Spring terms, November 10 for Summer terms, and March 10 for Fall Terms, in order for these items to be placed on the FS Academic Affairs meeting agendas.

III. New Academic Program Approval -

      If BOR (Board of Regents) approval is necessary and a college is seeking an effective date of the following fall term, all documentation should be submitted to Faculty Senate Academic Affairs in time for the second meeting in **November** of the current year. Changes must be approved by the college and the Graduate Council (if a graduate program) prior to submission to Faculty Senate Academic Affairs. If a graduate program, the Graduate School must receive all documentation by October 10.

Process

Expedited Review (These changes cannot affect other colleges)

      Background

- These changes do not need to be approved by Faculty Senate Academic Affairs.
- Proposals accepted anytime throughout the year.
- Graduate Council Academic Affairs must approve changes to courses with a course number greater than 599 or graduate curriculum changes.
- Changes are effective immediately upon required approval.
- Includes the following change or deletion for a course or curriculum:

- Course number changes within the same level (LD = 0-299; UD = 300-699; GR1 = 700-899; and GR2 = 900-999).
- Changes in description of the course to update it with current practices or terminology.
- Change in course name based upon changes in current practices or terminology; course remains the same.
- Change in term offered.
- Change in credit hours.
- Change in course prefix (possibly due to department name change)
- Change in course prerequisites (only if the change does not affect other units outside the college)
- Deleting a course or a course that is no longer offered (only if the change does not affect other units outside the college).
- Curriculum change (only if the change does not affect other units outside the college)
- Other minor changes (to be identified and defended by the department).

Operations

A. Department
- The proposal is initiated for change to course number within the same level, course title, credit hours, description, prerequisites, term offered, course prefix, and courses only offered within the department, etc.
- With a course prefix or number change only, it is the responsibility of the department for updating pre-requisites course prefixes or numbers and notifying the undergraduate and graduate catalog editors regarding the change that may affect academic plans across all colleges.
- Approved by department faculty.

B. College
- Submission to college course and curriculum committee for approval.
- Forward to Graduate Council Academic Affairs if graduate course is greater than 599. Then, placed on the Graduate Council agenda for approval.
- If a UGE course, forward to the University General Education Council for notification.
- Upon approval of a course number change, the change will occur in all academic plans. Departments and colleges do NOT need to submit separate course number changes for each curriculum affected, but they are responsible for notifying the Undergraduate Catalog Coordinator and the Graduate School of the changes that need to be made.
- Forward to Registrar
- Notify appropriate departments and units

C. Graduate Council
- Forward to Registrar
- Notify appropriate departments and units

Steps

Undergraduate

Course – Change or Delete Curriculum – Change Expedited (Within College Changes)		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Unit Faculty		X
College Curriculum Committee		X
College Dean's Office	X	
If a UGE Course		
University General Education Council	X	
Registrar's Office Distribute to appropriate departments and units	X X	

Graduate

Course – Change or Delete Curriculum – Change Expedited (Within College Changes)		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Unit Faculty		X
College Curriculum Committee		X
College Dean's Office	X	
If a UGE Course		
University General Education Council	X	
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Distributed to Appropriate Departments and units	X	
Registrar's Office	X	

Flow Chart –
> Undergraduate – See Appendix E

> Graduate – See Appendix F

Non-Expedited Course/Academic Sub plan, Plan, or Program Approval
Background
- See calendar on page 16 for submission dates required.
- If change is time sensitive, contact the Registrar's office.
- Included as part of the consent agenda items for Faculty Senate

- Includes, but is not limited to, the following addition, deletion, or significant change in a course or academic sub plan, plan, or program:
    - Course number changes outside the current level.
    - Course description changes reflecting a "rewrite" in the curriculum for the department and the major.
    - Change to components of the course (lec, seminar, etc.)
    - Dividing a course into two or more courses.
    - Combining two or more courses into one.
    - Deleting a course if it affects other units outside the college.
    - Adding a new course.
    - Changing the required number of credits for completion of a program
    - Curriculum change (when this affects another unit outside the college)
    - Addition or deletion of an academic sub plan or plan (option, specialization, minor, certificate, etc.).

Operations

A. Department
- The proposal is initiated by the department for changes such as a course number change outside current level, course restricted electives, pre-requisite changes affecting other programs, a course offered within academic plans in programs outside the department and college, dividing a course into two or more course, combining two or more courses into one, or a curriculum change affecting others outside the college.
- Approval by departmental faculty

B. College
- Submission to college course and curriculum committee
- Approval of college faculty
- Forward to Graduate School – for courses numbered greater than 599 and for graduate interdisciplinary programs.
- If a UGE course, forward to University General Education Council for approval.
- If a DVM curriculum change, forward to Faculty Senate Academic Affairs after College faculty approval. Graduate School does not oversee the first-professional programs.
- Ensure that all departments and units have been notified of the change.
- Ensure any issues are resolved.
- Forward to Faculty Senate Academic Affairs

C. University General Education
- Approved by UGE council
- Forward to Graduate Academic Affairs Committee if graduate course greater than 599 otherwise forward to Faculty Senate Academic Affairs committee

D. Graduate Council
- Approved by Graduate Council Academic Affairs

- Approved by Graduate Council
- Forward to Faculty Senate Academic Affairs Committee

E. Faculty Senate Academic Affairs
- Approval
- Forward to Faculty Senate

F. Faculty Senate
- Consent agenda
- Forward to Registrar's Office

Steps

Undergraduate

Course – Add, Delete, Change Curriculum – Change (Non-Expedited)		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
If a UGE Course/Curriculum		
University General Education Council		X
Academic Affairs - Faculty Senate (Includes first professional DVM curriculum)	Submit materials 10 calendar days prior to meeting	X
Faculty Senate Consent Agenda		X
College Dean's Office	X	
Notify appropriate departments and units	X	
Registrar's Office	X	

Graduate

Course - Add, Delete, Change Curriculum – Change (Non-Expedited)		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X

College Faculty	Submit materials 10 calendar days prior to meeting		X
College Dean's Office		X	
If a UGE Course			
University General Education Council			X
If DVM curriculum change (skip to Academic Affairs – Faculty Senate)			
Graduate Council Academic Affairs Committee	10th of the Month		X
Graduate School Graduate Council			X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting		X
Faculty Senate Consent Agenda			X
Graduate School		X	
College Dean's Office		X	
Notify appropriate departments and units		X	
Registrar's Office		X	

Flow Chart –
Undergraduate – See Appendix G

Graduate – See Appendix H

Academic Program Approval
Background
- If BOR (Board of Regents) approval is necessary and a college is seeking an effective date of the following fall term, all documentation should be submitted to Faculty Senate Academic Affairs in time for the second meeting in **November** of the current year. See calendar above for time line. These include, but are not limited to: new degree granting programs, majors, secondary majors, new options (if they exceed BOR guidelines), a name change to a degree program, upgrading a degree program (B.S. becomes an M.S., etc.), and dividing or merging degree programs.

- All other changes to academic plans and programs will be accepted year round and follow either the expedited or non-expedited process depending on the type of change (see above).
  - Includes changes to majors, secondary majors, minors, options, certificates, and collaborative degree programs, etc.
  - Includes the following changes in the academic plan – additions, deletions, or changes to the academic plan:
    - Modification to existing curriculum (addition or deletion of options/concentrations)
    - Discontinuing a degree program, certificate, or secondary major.

Operations
   A. Department
      - The proposal is initiated for new or discontinued degree programs (including majors and secondary majors), certificates, collaborative programs, and changing the name of an existing unit or degree title. Options/concentrations/minors are also included if the program falls within these guidelines:

         Concentrations (also called "minors"): A concentration may not exceed 24 credit hours at the baccalaureate level; 12 credit hours at the master's level; 18 credit hours at the doctoral level. Graduate certificate programs are not considered concentrations, and are determined at the campus level.

         Approval of academic concentrations is motivated by: (1) a desire to ensure sufficient resources to offer a quality program and (2) a need to monitor the proliferation of new programs within the Regents system. In many cases, development of a new concentration is the first step in the creation of a full degree program, hence the need for review and approval. In cases where degree programs already exist, neither of these two motivations apply and do not need approval.
      - For a new program (including secondary majors), department needs to complete all forms and requirements outlined in Appendix I.
      - For collaborative programs, department also needs to complete the requirements outlined in Appendix L.
      - For certificate programs, department needs to complete the requirements outlined in Appendix M.

   B. College
      - Submission to college course and curriculum committee
      - Approval of college faculty
      - Ensure that the proposal is complete and all departments and units affected have been notified
      - Ensure any issues are resolved
      - Forward to Graduate Council if graduate course for graduate programs
      - Forward to Faculty Senate Academic Affairs

   C. Graduate Council
      - Approved by Graduate Council Academic Affairs
      - Approved by Graduate Council
      - Forward to Faculty Senate Academic Affairs

   D. Academic Affairs
      - Approval
      - Forward to Faculty Senate

E. Faculty Senate
- Approval
- Forward new and discontinued degree programs, which includes collaborative degree programs and secondary majors, to the Provost's Office

F. Provost's Office
- Forward on new degree program proposals (including secondary majors), collaborative program proposals, and discontinued programs to Kansas Board of Regents. Proposals for new or discontinued certificates or minors are retained on-campus.

G. Kansas Board of Regents
  a. Procedures and Timelines for New Program Proposals.
  (1) Any institution proposing a new program must submit the Program Summary Form to Board Staff no less than 45 days prior to the submission of the full proposal. All institutions shall be automatically notified of the proposed program by email. Institutions with preliminary objections to the new program must state those objections in writing to Board Staff within the 45 day time period. The list of concerns, comments, and objections will be compiled by Board Staff and forwarded to the proposing institution for follow-up.

  (2) Institutions may submit proposals for new degrees and majors to the Council of Chief Academic Officers and the Director of Academic Affairs for consideration at any regular meeting of the Council.

  (3) Proposals shall be reviewed and considered as a first reading by the Council at its next regularly scheduled meeting. During the review, Council members may question the representative of the proposing institution regarding the proposed program.

  (4) The Council shall review and consider the proposal as a second reading at its subsequent regularly scheduled meeting.

  (5) The Council of Chief Academic Officers shall convey its recommendation in writing at the next regularly scheduled meeting of the Council of Presidents.
  (a) The Council of Chief Academic Officers shall make one recommendation based on a majority roll call vote according to the following voting categories:
     (i) Recommended   --   Proposed program merits implementation according to institutional and State priorities.
     (ii) Not Recommended --   Proposed program does not merit Board approval at this time.

(6) The Council of Presidents shall review and consider the proposal at its next regular meeting following action from the Council of Chief Academic Officers.

(7) The Board of Regents will approve or disapprove the proposal at its next regular meeting subsequent to the receipt of a recommendation from the Council of Presidents

(8) The Board of Regents will consider budget requests for new programs no earlier than the June Board meeting following the approval of the new program proposal.

b. New Doctoral and First Professional Programs

Since doctoral and first professional education requires a substantial commitment of resources in the areas of instruction and research, doctoral and first professional education programs, the following process will be employed along with the submission of the required forms:

➢ Employ three external consultants selected by the President and CEO to review the requesting institution's ability to deliver the proposed program and to review all similar programs in the system, if there are any.

➢ Criteria referenced on the required forms shall be followed by the consultants in determining the quality of the proposed program.

➢ The Council of Chief Academic Officers, the Council of Presidents and the Board shall review the consultant's report before a final decision regarding the proposed doctoral program is rendered.

➢ All expenses of the special review shall be borne by the proposing institution.

➢ Cost of subsequent reviews related to the deficiencies shall be borne by institutions found to have deficient areas.

Steps

Undergraduate

New Degree Program (Includes majors and secondary majors) (Complete KBOR Policy Manual Appendix G forms)		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X
College Assessment Review Committee (Assessment Plan)		X
College Faculty	Submit materials 10 calendar days prior to meeting	X

College Dean's Office	X	
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR - 1st Reading		X
COCAO - KBOR - 2nd Reading		X
COPS		X
BOR		X
Executive Director – KBOR		X
KSU Provost - Notify appropriate parties	X	

Discontinued Curriculum Discontinued Degree Program		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
Academic Affairs – Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR – Information	X	
Executive Director – KBOR	X	
KSU Provost - Notify appropriate parties	X	

Collaborative Degree Programs (Complete KBOR Policy Manual Appendix K form)		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Assessment Review Committee		X

	Notify	Approve
(Assessment Plan)		
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
SCOCAO - KBOR - 1st Reading		X
COPS	X	
BOR	X	
Executive Director - KBOR		X
KSU Provost Office - Notify appropriate parties	X	

Certificates/Degree name change Minors/Options/Concentrations		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Unit Faculty		X
College Assessment Review Committee (Assessment Plan for Certificates only)		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
College Dean's Office	X	
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO – KBOR		Degree Name change or Minors that exceed KBOR criteria

Rev. 03-09-10

Department/Unit		Degree Name change or Minors that exceed KBOR criteria
Executive Director – KBOR		
KSU Provost Office - Notify appropriate parties	X	

Graduate

New Curriculum **New Degree Program** **(Complete KBOR Policy Manual Appendix G forms)**		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
Assessment and Review Committee – Assessment Plan		X
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR - 1st Reading		X
COCAO - KBOR - 2nd Reading		X
COPS		X
BOR		X
Executive Director - KBOR		X
KSU Provost Office - Notify appropriate parties	X	

Discontinued Curriculum **Discontinued Degree Program**		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	

Department/Unit	Notify	Approve
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR - Information	X	
Executive Director - KBOR	X	
KSU Provost Office - Notify appropriate parties	X	

Collaborative Degree Programs *(Complete KBOR Policy Manual Appendix K form)*		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
Assessment and Review Committee – Assessment Plan		X
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
SCOCAO - KBOR - 1st Reading		X
COPS	X	

Rev. 03-09-10

	Notify	Approve
BOR	X	
Executive Director - KBOR		X
KSU Provost Office - Notify appropriate parties	X	

Certificate/Degree Name Changes **Minors/Options/Concentrations**		
Department/Unit	**Notify**	**Approve**
Unit Course & Curriculum Committee		X
Other Affected Units	X	
Office of Planning and Analysis	X	
Unit Faculty		X
College Curriculum Committee		X
College Faculty	Submit materials 10 calendar days prior to meeting	X
Assessment and Review Committee – Assessment Plan – certificates only		X
Graduate Council Academic Affairs Committee	10th of the Month	X
Graduate School Graduate Council		X
Academic Affairs - Faculty Senate	Submit materials 10 calendar days prior to meeting	X
Executive Committee - Faculty Senate		X
Faculty Senate		X
KSU Provost		X
COCAO - KBOR		Degree Name change or Minors that exceed KBOR criteria
Executive Director - KBOR		Degree Name change or Minors that exceed KBOR criteria
KSU Provost Office - Notify appropriate parties	X	

Flow Charts
> Undergraduate – See Appendix J
> Graduate – See Appendix K

New Degree Program Proposal – Check List

Items	Checked
1. Program Identification (CIP code) – Contact Planning and Analysis to determine the Federal ID code that best fits the new program	
2. Narrative – includes: ✓ Program Description ✓ Demand/Need for Program ✓ Comparative Advantage	
3. Curriculum	
4. Faculty Profile ✓ Include Faculty CVs – may be provided electronically or by a website	
5. Student Profile	
6. Academic Support – includes: ✓ Library resources ✓ Computing resources	
7. Facilities and Equipment	
8. Program review, assessment, and accreditation ✓ Assessment Plan	
9. Costs, Financing Report	
10. Forms to be included with proposal: ✓ Program Summary Form ✓ Curriculum Summary Form ✓ Fiscal Summary Form	

Board of Regents Policy and Procedures Manual:
http://www.kansasregents.org/academic/policymanual.html

Or see pages 21-29 and 47-60 of this manual.

Interdisciplinary Programs

Interdisciplinary programs involve disciplines in two or more colleges. These programs are designed to teach the students to explore the relationship among concepts and solve complex problems from more than one perspective. Interdisciplinary programs can include secondary majors, degree programs, or certificate programs. *

These do not include *interdepartmental* programs which involve disciplines within the same college.

Flow Charts
　　　　Undergraduate – See Appendix N

　　　　Graduate – See Appendix O

Current list of graduate interdisciplinary programs and certificates:
　　　　Graduate Programs:
　　　　Biochemistry
　　　　Food Science
　　　　Genetics
　　　　Public Health

　　　　Graduate Certificates:
　　　　Food Safety and Defense
　　　　Food Science
　　　　Public Health Core Concepts
　　　　Stem Cell Biotechnology
　　　　Women's Studies

　* The undergraduate process is currently under review by a provost-appointed task force.

Glossary

Academic Program: The program to which a student applies and is admitted and from which the student graduates. Controls many factors at the student level such as academic level, academic load, academic calendar, academic group for tuition calculation purposes, grading scheme, and admissions evaluation scheme. After you establish academic programs, you can create academic plans (which are subdivisions of academic programs) and academic sub plans (which are subdivisions of academic plans). *KSU interpretation: Academic program represents the college owning the Plan, whether the Plan is undergraduate or graduate, and whether the Plan is degree or non-degree.*

Academic Plan:
An area to study—such as a major, minor, or specialization—that is within an academic program or within an academic career.

Academic Sub plans: (Emphasis, Option, Specialization, Track, Concentration)
Areas of further specialization within academic plans

Certificate: An academic program that emphasizes a focused specialty area of study as part of or beyond the requirements for the B.S., M.S., or Ph.D. degrees. It is designed to increase the knowledge and skills of individuals such as to enhance their employability and opportunities for promotions and salary benefits.

CIP code – Classification of Instructional Program code: This is a six digit code used by the federal reporting service to classify programs within general and specific areas. The Office of Planning and Analysis provides suggested CIP codes with a definition which will assist departments in selecting the appropriate code for a new program.

Collaborative Degree: Collaborative programs/degrees: Programs/degrees developed and/or approved jointly by more than one institution; students from each participating institution may study parts of the program/degree at the collaborating institution.

Concurrent Degree: An approved concurrent and coordinated program whereby a student can complete an undergraduate degree while completing courses for a master's degree or graduate certificate.

Concurrent Enrollment: Taking a course during the same term as another. Abbreviation: Conc.

Curriculum: A program of courses that meets the requirements for a degree in a particular field of study, also referred to as a major. A list of requirements for an area of study, generally for an Associate Degree, Bachelor of Arts or a Bachelor of Science degree program.

Degree Program: Courses required for completion of a particular degree. A list of requirements for completion of a specific degree, primarily a list of courses in one or more specified areas of study. May include earning a specific grade point average and other accomplishments.

Discipline: An area of study representing a branch of knowledge, such as mathematics. A field of study.

Double Major: A student may elect to pursue two majors at one time. Two majors pursued by a student at one time.

Dual Degree: A student may elect to pursue two degrees at one time. Two degrees which a student has elected to pursue at one time.

Interdisciplinary Major: Major that provides study of multiple disciplines rather than the narrower focus required by a major in a single discipline.

Interdisciplinary Minor: A minor that provides study of multiple disciplines rather than the narrower focus required by a minor in a single discipline.

Major: A program of courses that meets the requirements for a degree in a particular field of study. Major (discipline): "A subject of academic study chosen as a field of specialization… characterized by the majority of courses required at the junior/senior level, generally from a specific academic department." The subject or subject areas upon which a student chooses to place principal academic emphasis.

Minor (also referred to by KBOR as a "concentration"): A systematic program of study in an area of emphasis outside a student's major. A program of study with a minor emphasis in a field of specialization outside a student's major field of study. Minors are offered by academic departments and administered by a director, who is a faculty member of the academic department which offers the minor. . . Minors must be completed with the completion of Bachelor of Arts or a Bachelor of Science Degree.

Option: An approved group of courses creating a specialty within a major field of study. A formal sub-plan approved by the Board of Regents if it exceeds their criteria.

Program: An academic plan that is approved by the appropriate governing board and leads to an award, for example, a degree. (BOR Policy & Procedures Manual, p 45)

Secondary Major: Interdisciplinary major which must be completed along with a primary major course of study. A secondary field of specialization, generally an interdisciplinary program of study which is completed in addition to a major. These programs are administered by a director and a supervisory committee of faculty representing the various academic departments offering courses for the secondary major.

Sub curriculum: A list of requirements as a subset of the requirements for a curriculum which provides a more narrow specific emphasis in the program of study. KSU terms used: discipline, option, specialty area, area of concentration and a pre-professional program.

UGE Course: A course which has been approved to fulfill University General Education requirements.

Appendix A: Course Data Sheet Form – Add
(Full approval required)
Kansas State University
(See the following link for most current form: http://www.k-state.edu/registrar/ccap/)

Department:
Dept Head Signature: Date:

Contact person for this proposal:

Subject _____ (i.e. ACCTG)   Catalog Nbr: ____ (i.e. 110)

Please note the following deadlines:

Course Adds, Drops, and Changes effective for:	Must be submitted to Faculty Senate Academic Affairs prior to:	Must be approved by Faculty Senate by:
Fall	2nd April meeting	May meeting
Spring	2nd September meeting	October meeting
Summer	2nd January meeting	February meeting

Effective term for requested action: Term _____   Year _____

Rationale: --enter rationale here--

Impact (i.e. if this impacts another unit):

Additional Information:
If you are dividing one course into two or more courses with one course retaining the existing number
- *CHANGE for existing course; ADD for new course(s)*

If you are combining two or more courses into one course with a new number
- *ADD for each new course; DROP for old course*

NEW
* = Required Fields

Subject _____   Nbr ___

Short Title(Description): *Length=30* (use Initial Caps)
_____

Long Course Title: *Length=100* (use Initial Caps)
_____

Course Description:
_____

Credit Hours/Units: *Select one*
☐ *Fixed*   *Hours* ____
☐ *Variable*   *Hours* ____ *to* ____
                                Minimum   Maximum

Course Contact Hours: ____

Grading Basis: Select ONE
☐ Graded   (Letter grade; Non-exempt)
☐ Graded-IH   (Letter grade; Exempt)

Rev. 03-09-10

☐Credit/No Credit   (Credit/No Credit)
☐Student Option   (Graded and APassF; Non-exempt)
☐Student Option-IH   (Graded and APassF; Exempt)
Note: Non-exempt=grades of Incomplete may convert to F
        Exempt=grades of Incomplete will never convert to F

Repeat for Credit: Select if applicable:
☐*CHECKED* - student may reenroll to accumulate additional credit
☐*NOT CHECKED* - retake rules apply when student reenrolls

University General Education:
☐*Yes (must submit UGE form – found on the UGE website)*
☐*No*

*Terms Offered:
☐Fall   ☐Spring   ☐Summer

*Course Titles:
Choose from the following and complete appropriate fields:
☐*TITLE MAY NOT VARY*
☐*VARY BY SECTION*
     List topics needed:
     Topic 1: _____
     Topic 2: _____
     Topic 3: _____
     Topic 4: _____
     Topic 5: _____
☐*VARY BY STUDENT*

*Academic Group: Select one of the following
☐ Specify COLLEGE (AG,AR,AS,BA,ED,EN,HE, TC) _____
☐ VM (Select for all Veterinary Medicine courses)
☐ UG (Select for Interdisciplinary Undergraduate courses)
☐ GR (Select for Interdisciplinary Graduate courses)

*Academic Career: Select ONE
☐UGRD (000-799)
☐GRAD (800-999)

Enrollment Requirement Group: List pre-requisites and co-requisites here
☐Required   ☐Recommended
Pre-Requisite: _____
Co-Requisite: _____

Other Requirements:

*Components: *(Choose all that apply)*
The course component indicates the parts of the course offering (lecture, lab, seminar, etc). One course offering can have multiple components.
Choose ONE to be considered the Graded/Primary/Enrollment
component:
   Component   Default Section Size
   _____   _____

   Choose other required components:

   _____   _____
   _____   _____
   _____   _____

ACT=Activity   PRC=Practicum
AUD=Audio   QZ=Quiz
FLD=Field experience REC=Recitation

HLP=Help   RDG=Readings
IND=Independent Study   RSH=Research
INT=Internship   SEM=Seminar
LAB=Lab   SLF=SelfPaced
LEC=Lecture   STD=Studio
LES=Lessons   TCH=Student Teaching
OTH=Other

Will one or more the sections in this course be offered as distance education? ☐ *Yes* ☐ *No*

For Veterinary Medicine courses only: Course is offered for types of credit *(check all that apply)*
☐*Undergraduate*
☐*Graduate*
☐*Veterinary Medicine*

For Arts and Sciences courses only: *(check all that apply)*
☐ *Fine Arts*
☐*Western Heritage*
☐*Literary*
☐*Social Science*
☐*Life Science*
☐*Quantitative*
☐*International Overlay*
☐*General Education (complete gen ed template if required)*

Appendix B: Course Data Sheet Form – Discontinue
(If this affects another college, full approval is required)
Kansas State University
(See the following link for most current form: http://www.k-state.edu/registrar/ccap/)

Department:	
Dept Head Signature:	Date:
Contact person for this proposal:	
Subject (i.e. ACCTG) Catalog Nbr: (i.e. 110)	
Course short title: (i.e. Intro to…)	

☐ **Discontinue Course**

Please note the following deadlines:

Course Adds, Drops, and Changes effective for:	Must be submitted to Faculty Senate Academic Affairs prior to:	Must be approved by Faculty Senate by:
Fall	2nd April meeting	May meeting
Spring	2nd September meeting	October meeting
Summer	2nd January meeting	February meeting

Course description:

Effective term for requested action: Term _____   Year _____

Rationale: --enter rationale here--

Impact (i.e. if this impacts another unit):

Additional Information:
If you are combining two or more courses into one course
   - *DROP for course not being retained; CHANGE for course being retained*
If you are combining two or more courses into one course with a new number
   - *ADD for each new course; DROP for old course*

Appendix C: Course Data Sheet Form – Change
Kansas State University
(See below to determine whether this change can go through expedited process)
(See the following link for most current form: http://www.k-state.edu/registrar/ccap/)

☐ **Expedited Process includes:**
- Course number changes within the same level (LD = 0-299; UD = 300-699; GR1 = 700-899; and GR2 = 900-999).
- Changes in description of the course to update it with current practices or terminology.
- Change in course name based upon changes in current practices or terminology; course remains the same.
- Change in term offered.
- Change in credit hours.
- Change in course subject (possibly due to department name change)
- Change in course prerequisites (only if the change does not affect other units outside the college)
- Deleting a course or a course that is no longer offered (only if the change does not affect other majors outside the college).
- Curriculum change (only if the change does not affect other units outside the college)
- Other minor changes (to be identified and defended by the department).

☐ **Non- Expedited Process includes:**
- Course number changes outside the current level.
- Course description changes reflecting a "rewrite" in the curriculum for the department and the major.
- Change in the delivery method of the course.
- Dividing a course into two or more courses.
- Combining two or more courses into one.
- Deleting a course if it affects students outside the department.
- Adding a new course.
- Changing the required number of credits for completion of a program
- Curriculum change (when this affects another unit outside the college)
- Addition or deletion of an academic sub plan or plan (option, specialization, minor, certificate, etc.).

☐ **Other minor changes:**
If the change is very minor and will not affect other departments (i.e. a typographical error, etc.), then this course change needs DEPARTMENT approval only. The department may submit this form directly to Enrollment Services for processing.

Fill out ALL sections in CURRENT columns.
Fill out CHANGE TO sections for ONLY the items that are changing.

Additional Information:
If you are dividing one course into two or more courses with one course retaining the existing number
- *CHANGE for existing course; ADD for new course(s)*

If you are combining two or more courses into one course
- *DROP for course not being retained; CHANGE for course being retained*

If you are combining two or more courses into one course with a new number
- *ADD for each new course; DROP for old course*

Department:
Dept Head Signature: Date:
Contact person for this proposal:
Subject _____ (i.e. ACCTG)   Catalog Nbr: ___ (i.e. 110)

Please note the following deadlines:

Course Adds, Drops, and Changes effective for:	Must be submitted to Faculty Senate Academic Affairs prior to:	Must be approved by Faculty Senate by:
Fall	2nd April meeting	May meeting
Spring	2nd September meeting	October meeting
Summer	2nd January meeting	February meeting

Effective term for requested action: Term _____   Year _____

Rev. 03-09-10

Rationale: --enter rationale here--

Impact (i.e. if this impacts another unit):

CURRENT	**CHANGE TO**

CURRENT
* = Required Fields

CHANGE TO

Subject _____ ***Nbr*** ___   *Subject* _____ *Nbr* ___

*_Short Title_(Description): *Length=30* (use Initial Caps)

_____   _____

*_Long Course Title_: *Length=100* (use Initial Caps)

_____   _____

*_Course Description_: Limit to 340 characters; approximately 50 words

_____   _____

*Credit Hours/Units: *Select one*
- ☐ *Fixed*   *Hours* ___   ☐ *Fixed*   *Hours* ___
- ☐ *Variable*   *Hours* ___ *to* ___   ☐ *Variable*   *Hours* ___ *to* ___
          Minimum   *Maximum*   *Minimum*   *Maximum*

Course Contact Hours: ___   ___

*_Grading Basis:_ Select ONE
- ☐ Graded   (Letter grade; Non-exempt)   ☐ Graded
- ☐ Graded-IH   (Letter grade; Exempt)   ☐ Graded-IH
- ☐ Credit/No Credit   (Credit/No Credit)   ☐ Credit/No Credit
- ☐ Student Option   (Graded and APassF; Non-exempt)   ☐ Student Option
- ☐ Student Option-IH   (Graded and APassF; Exempt)   ☐ Student Option-IH

Note: Non-exempt=grades of Incomplete may convert to F
         Exempt=grades of Incomplete will never convert to F

Repeat for Credit: Select if applicable:
- ☐ *CHECKED* - student may reenroll to accumulate additional credit   ☐ *CHECKED*
- ☐ *NOT CHECKED* - retake rules apply when student reenrolls   ☐ *NOT CHECKED*

University General Education:
- ☐ *Yes*   ☐ *Yes* (notify or receive approval from UGE Council)
- ☐ *No*   ☐ *No* (notify or receive approval from UGE Council)

*_Terms Offered_:
☐ Fall   ☐ Spring   ☐ Summer   ☐ Fall   ☐ Spring   ☐ Summer

*_Course Titles_:
Choose from the following and complete appropriate fields:
- ☐ *TITLE MAY NOT VARY*   ☐ *TITLE MAY NOT VARY*
- ☐ *VARY BY SECTION*   ☐ *VARY BY SECTION*
    List topics needed: *Add topics:*
    Topic 1: _____   _____
    Topic 2: _____   _____
    Topic 3: _____   _____
    Topic 4: _____   _____
    Topic 5: _____   _____
        Note: Topics created here are available for assignment to individual Class Sections when scheduling class sections
- ☐ *VARY BY STUDENT*   ☐ *VARY BY STUDENT*

Rev. 03-09-10

*_Academic Group_: Select   one of the following
☐ Specify COLLEGE (AG,AR,AS,BA,ED,EN,HE, TC) _____   ☐ Specify COLLEGE _____
☐ VM (Select for all Veterinary Medicine courses)   ☐ VM
☐ UG (Select for Interdisciplinary Undergraduate courses)   ☐ UG
☐ GR (Select for Interdisciplinary Graduate courses)   ☐ GR

*_Academic Career_: Select ONE
☐UGRD (000-799)   ☐UGRD (000-799)
☐GRAD (800-999)   ☐GRAD (800-999)

Enrollment Requirement Group: List pre-requisites and co-requisites here
☐Required   ☐Recommended   ☐Required   ☐Recommended
Pre-Requisite: _____   Pre-Requisite: _____
Co-Requisite: _____   Co-Requisite: _____

*_Components:_ *(Choose all that apply)*
The course component indicates the parts of the course offering (lecture, lab, seminar, etc). One course offering can have multiple components.
Choose ONE to be considered the Graded/Primary/Enrollment
component: Component   Default Section Size
    Component   Default Section Size

    _____   _____   _____   _____
Choose other required components:

    _____   _____   _____   _____
    _____   _____   _____   _____
    _____   _____   _____   _____
                 _____   _____

    ACT=Activity   PRC=Practicum
    AUD=Audio   QZ=Quiz
    FLD=Field experience   REC=Recitation
    HLP=Help   RDG=Readings
    IND=Independent Study   RSH=Research
    INT=Internship   SEM=Seminar
    LAB=Lab   SLF=SelfPaced
    LEC=Lecture   STD=Studio
    LES=Lessons   TCH=Student Teaching
    OTH=Other

Will one or more the sections in this course be offered as distance education? ☐ *Yes* ☐ *No*

For Veterinary Medicine courses only: Course is offered for types of credit *(check all that apply)*
☐*Undergraduate*   ☐*Undergraduate*
☐*Graduate*   ☐*Graduate*
☐*Veterinary Medicine*   ☐*Veterinary Medicine*

For Arts and Sciences courses only: *(check all that apply)*
☐ *Fine Arts*
☐*Western Heritage*
☐*Literary*
☐*Social Science*
☐*Life Science*
☐*Quantitative*
☐*International Overlay*
☐*General Education (complete gen ed template if required)*

Appendix D: Curriculum Form
Kansas State University
(This includes additions, deletions, and changes)
(See the following link for most current form: http://www.k-state.edu/registrar/ccap/)

Department:
Dept Head Signature: Date:
Contact person for this proposal:

Effective term for requested action: Term _____   Year _____

Please note the following deadlines:

Curriculum Changes effective for:	Must be submitted to Faculty Senate Academic Affairs prior to:	Must be approved by Faculty Senate by:
Fall	2nd April meeting	May meeting
Spring	2nd September meeting	October meeting
Summer	2nd January meeting	February meeting

Rationale: --enter rationale here--

Impact (i.e. if this impacts another unit): _____

Entire curriculum, curriculum description or admission criteria must be shown below.

From: (Current list of courses for the curriculum, curriculum description, and admission criteria.)	To: (Proposed list of courses for the curriculum, curriculum description, and admission criteria.)
Strike through deleted courses or wording within the curriculum description or admission criteria.	Underline new courses, edited version of the curriculum description or admission criteria.
	If proposing a new degree program, refer to BOR required format as outlined in this manual.

Rev. 03-09-10

Signature Sheet for Academic Sub plan, Plan, or Program (Add or Discontinue)
Department: *Enter the name of the department proposing the change here*

This signature sheet below is to be completed and submitted to Faculty Senate Academic Affairs Committee when proposing to add or discontinue an academic sub plan, plan, or program. Approval should be obtained in the sequence listed below:

Name(s) of Academic Sub plan(s), Plan(s,) or Program(s): Enter name(s) here

Signatures   Approval Date

_____   _____
Designated Representative, Department Faculty

_____   _____
Department Head

_____   _____
Chair, College Course & Curriculum Committee

_____   _____
College Dean

Only if graduate curriculum

_____   _____
Chair, Graduate Council Subcommittee

_____   _____
Dean, Graduate School

_____   _____
Chair, Faculty Senate Academic Affairs

_____   _____
President, Faculty Senate

_____   _____
Provost/Vice President Academic Affairs

Curriculum Review Committee – Department

Includes, but is not limited to:
1. rename a course,
2. change course description,
3. change course #,
4. change options,
5. change curriculum (does not affect another college), or
6. change pre-requisite within a college

Development

Appendix E
Undergraduate Course/Curriculum Change Flowchart
(All courses 599 level or below)
Change or Discontinue
Within College Only
Expedited Review

CANNOT AFFECT OTHER COLLEGES

Dept/Unit Curriculum Committee

Vote

Dept/Unit Faculty

Vote

Expedited Proposal sheets

College Curriculum Committee

Vote

Expedited Approval sheets

Registrar's Office

College Dean's Office

Notify

Notification to University General Education Council (If appropriate)

Departments and other units

Notify

Rev. 03-09-10
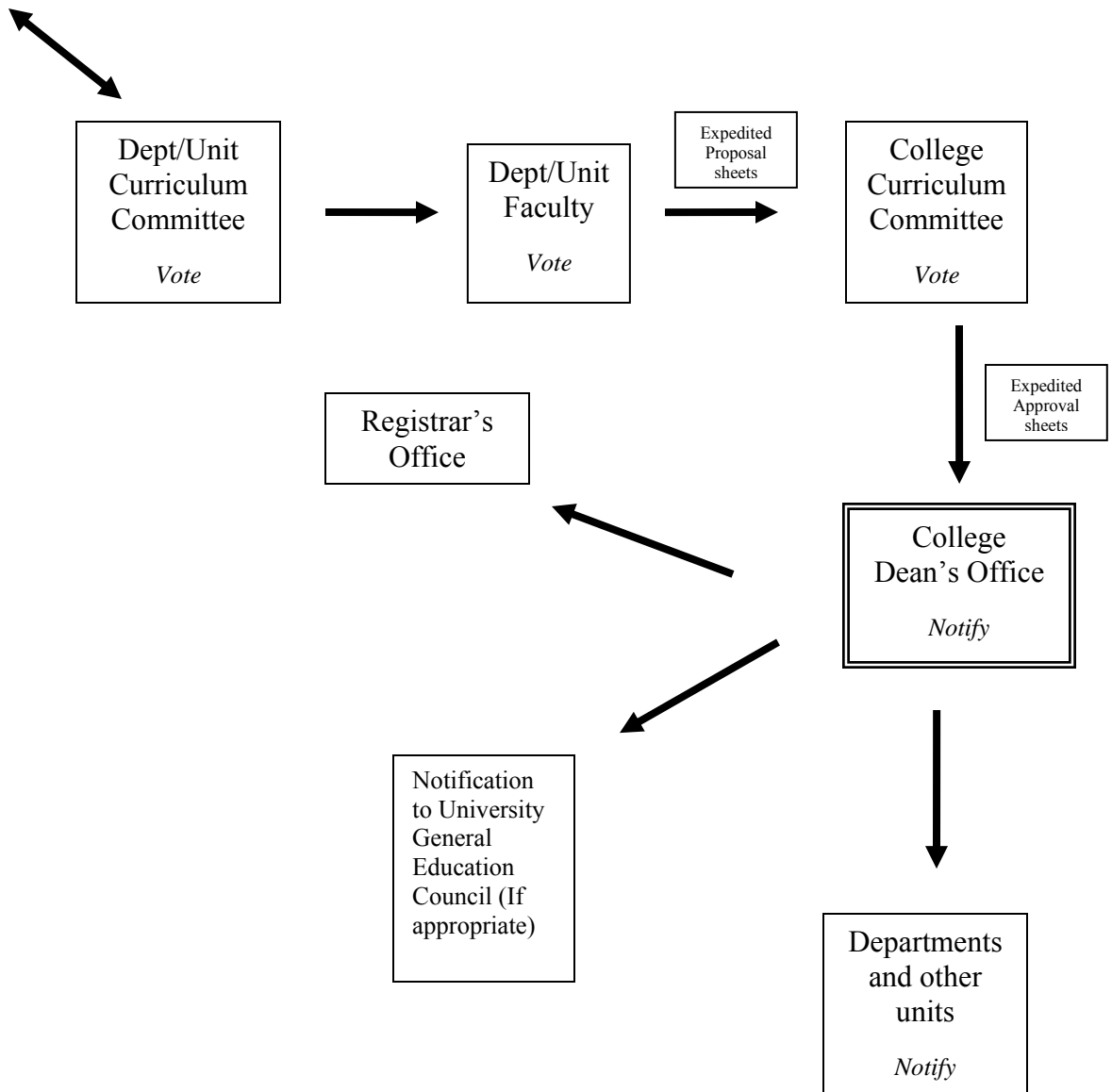
Curriculum review committee – Department

Includes, but is not limited to:
1. rename a course,
2. change course description,
3. change course #,
4. change options,
5. change curriculum (does not affect another college), or
6. change pre-requisite within a college

Development

Appendix F
Graduate Course/Curriculum Change Flowchart
(All courses 600 level or above)
Change or Discontinue
Within College Only
Expedited Review

CANNOT AFFECT OTHER COLLEGES

Dept/Unit Curriculum Committee
Vote

Dept/Unit Faculty
Vote

Expedited Proposal sheets

College Curriculum Committee
Vote

Expedited Approval sheets

College Dean's Office
Notify

Graduate Council Academic Affairs Committee
(Materials submitted by 10th of the month)
Vote

Notification to University General Education Council (If appropriate)

Graduate Council
Vote

Registrar's Office
Notified

Appropriate Departments and Units
Notified

Rev. 03-09-10

Appendix G
Undergraduate: Non-Expedited Course/Curriculum Change Flowchart
(All courses 599 level or below) New, Change, Discontinue

Curriculum review committee – Department

Development

↕

Dept/Unit Curriculum Committee

Vote

→

Dept/Unit Faculty

Vote

→

Forms turned in

→

College Curriculum Committee

Vote

→

Distribute proposal sheets 10 calendar days prior to college faculty meeting

↕

Notify other affected units (departments, programs, colleges, or library)

↓

College Dean's Office

Checks/Routings

←

Approval sheets

←

College Faculty

Vote

←

University General Education Council

Vote

↓

DVM program changes – Faculty Senate AA, Faculty Senate consent agenda, back to CVM.

↓

Senate Faculty Academic Affairs
(Materials submitted 10 days prior to meeting)

Vote

→

Faculty Senate Consent Agenda

Inform

→

College Dean's Office
Distribute to appropriate offices for records and publications

Rev. 03-09-10

Appendix H
Graduate: Non-Expedited Course/Curriculum Change Flowchart
(All courses 600 level or above)
New, Change, Discontinue

Curriculum review committee – Department

Development

↕

Unit Curriculum Committee

Vote

Unit Faculty

Vote

Forms turned in

College Curriculum Committee

Vote

Distribute proposal sheets 10 calendar days prior to college faculty meeting

↕

Notify other affected units (departments, programs, colleges, or library)

College Faculty

Vote

Approval Sheets

Graduate Council Academic Affairs Committee
(Materials submitted by 10th of the month)
Vote

University General Education Council

Vote

General Ed. Graduate
_____
Regular Graduate

College Dean's Office

Checks/Routings

Graduate Council

Vote

Faculty Senate Academic Affairs
(Materials submitted 10 days prior to meeting)

Vote

Faculty Senate Consent Agenda

Inform

Graduate School

College Dean's Office
Distribute to appropriate offices for records and publications

Rev. 03-09-10

Appendix I: New Academic Program – Appendix G – Kansas Board of Regents

1.   BOARD APPROVAL OF NEW ACADEMIC PROGRAMS

Board of Regents Policy Manual [Academic Affairs 7.d.(2)(b)] stipulates that Board approval is required for the establishment of new degree programs. When the Board considers the establishment of a new degree program or major, information regarding its need, quality, cost and means of assessment become paramount. This document outlines the policies, procedures and criteria the Board utilizes when reviewing requests for new academic degrees and majors. The following format and guidelines should be followed in an institution's proposal for a new degree or major.

2.   NEW PROGRAM PROPOSALS

a.   Procedures and Timelines for New Program Proposals.

(1) Institutions must submit the Program Summary Form to board staff no less than 45 days prior to the submission of the full proposal. All institutions shall be automatically notified of the proposed program by email through the Program Inventory Database. Institutions with concerns, comments or objections to the new program must state those preliminary concerns, comments or objections in writing to Board Staff within 45 day time period. This notification is intended to alert the initiating institution that concerns, comments or objections to approval may occur during the more formal deliberation process. At that time institutions shall submit, in writing, a list of concerns, comments or objections to Board staff. The list of concerns, comments and objections will be compiled by Board staff and forwarded to the proposing institution for follow-up. An initiation institution is expected to communicate with other institutions filing concerns, comments or objections to minimize or eliminate the identified issues. Final proposals must contain all required information including evidence that concerns, comments or objections have been addressed and be submitted in the approved format. This process shall not prevent an institution from submitting a new program proposal, but it is designed to make the approval process more transparent, improve proposals and reduce potential conflict related to unnecessary duplication.

The Board President and CEO, or designee, shall determine if each proposed program is similar to others in the state and may serve the same potential student population. A similar program is one that has a like CIP code, title, content or competencies. If the President and CEO, or designee, determines that one or more similar programs exist, the following information shall be provided by the institution.

- Whether the institution has a valid inability to offer the program collaboratively. This will be determined by geographic proximity of similar programs eligible for collaboration, the transportability of existing programs to the proposed population, and if the proposed program varies to an extent that would not allow collaboration.
- What the level of interest of new students in the program is. This will be determined by the number of students interested as described in Appendix G,

4.a.2, and through survey analysis that shows student interest will support or sustain the program for an excess of three years.

- What the existing and future labor market demand for graduates of the program is and will be. This will be based on the Kansas Job Vacancy survey and Kansas Department of Labor statistics for a specific job title. This will also be based on the number of projected students that would be required to sustain the proposed program for a minimum of three years.
- What the student enrollment levels in existing similar programs are. This will be based on the number of vacancies in currently approved programs.
- Whether student waiting lists for similar programs exist. This will be based on the number of students that cannot be accommodated in the existing programs within one year or that cannot be accommodated by expanding existing programs.
- Whether sufficient clinical sites are available (if applicable to the program)

Board staff shall compile, analyze and make recommendations to the Board on the information provided. The recommendations and information provided shall be reviewed by the Board Academic Affairs Standing Committee to determine whether the program represents unnecessary program duplication before forwarding the proposal to the full Board for approval.

(2) Institutions may submit proposals for new degrees and majors to the Council of Chief Academic Officers and the Director of Academic Affairs for consideration at any regular meeting of the Council. At the time of original notification to board staff and prior to Council consideration, the institutional representative shall enter the degree and majors into the Program Inventory Database.

(3) Proposals shall be reviewed and considered as a first reading by the Council at its next regularly scheduled meeting. During the review, Council members may question the representative of the proposing institution regarding the proposed program. Council members will also consider any comments, suggestions or concerns received by board staff. In addition, Council members will consider how the comments, suggestions and concerns have been addressed.

(4) The Council shall review and consider the proposal as a second reading at its subsequent regularly scheduled meeting.

(5) The Council of Chief Academic Officers shall convey its recommendation in writing at the next regularly scheduled meeting of the Council of Presidents.

    (a) The Council of Chief Academic Officers shall make one recommendation based on a majority roll call vote according to the following voting categories:

        (i) Recommended   -- Proposed program merits implementation according to institutional and State priorities.

        (ii) Not Recommended   -- Proposed program does not merit Board approval at this time.

(6) The Council of Presidents shall review and consider the proposal at its next regular meeting following recommendation from the Council of Chief Academic Officers.

(7) The Board of Regents will approve or disapprove the proposal at its next regular meeting subsequent to the receipt of a recommendation from the Council of Presidents

b. Board of Regents Policy Manual [Academic Affairs 7.d.(3)(a) and (b)] governs the approval of new doctoral degrees. These policies stipulate the processes through which Regents universities may propose doctoral degrees and how they will be reviewed. Proposals for doctoral degrees should be prepared according to the format described in this document.

3. FORMAT FOR THE NEW PROGRAM PROPOSAL

New Program Proposals shall be submitted according to the following format.

a. The New Program Proposal shall begin with a section entitled, "Basic Program Information" and include the following information:

(1) Proposing institution;
(2) Title of proposed program;
(3) Degree(s) to be offered;
(4) Anticipated date of implementation;
(5) Responsible department(s) or unit(s); and
(6) Center for Education Statistics (CIP) code associated with the program.

4. PROGRAM PROPOSAL NARRATIVE

The New Program Proposal shall include a section entitled "Program Proposal Narrative" and include responses to the following questions and requests for information:

a. Program Need and Student Characteristics. Program proposals shall establish clearly the need for the proposed program. Need for a proposed program shall be judged on the basis of the following criteria:

(1) Is the program central to the mission of the institution?

.   The proposed program shall be centrally related to the Board approved Mission Statement of the institution.

.   The proposed program shall be included in the list of programs identified for development in the institution's statement of aspiration as approved by the Board in February, 1993, or the proposal shall discuss the rationale for amending the Statement of Aspiration.

(2) What is the student demand for the program?

. The volume of student demand for the proposed program shall be demonstrated through some form of disciplined survey analysis.

. Student demand shall be demonstrated to be at a sufficient volume to justify the program. Normally three years after inception of the program, doctoral programs should have five students, master's programs should have 20 students, and baccalaureate programs should have 50 students.

(3) What is the demand for graduates of this program?

. The proposal shall demonstrate specific job opportunities or other post-collegiate experiences for graduates of this program.

(4) What are the location and comparative advantages of this program?

. The proposal shall discuss and compare similar programs in other institutions in the Regents system and related programs in the same institution.

. The proposal shall discuss and compare similar programs in the region and compare their quality with the program under consideration.

. The proposal shall demonstrate why the program should be located at the proposing institution.

. The proposal shall consider and demonstrate the advantages and disadvantages of program being a freestanding, cooperative or joint program.

. The proposal shall state where the institution ranks the proposed program in its list of priorities. The proposal shall state how this determination has been made.

. The proposal shall state the importance of establishing this particular program vis-a-vis other program alternatives.

(5) What are the characteristics of the students who will participate in this proposed program?

. The characteristics of the pool from which students of this proposed program will be drawn shall be described.

. The specific procedures and criteria for admission into this proposed program shall be described.

. The specific opportunities for student interaction shall be described.

b. Curriculum of the Proposed Program. Program proposals will be expected to describe the curriculum of the proposed program. The curriculum of the proposed program shall be judged on the basis of the following criteria:

(1) What is the curriculum of the proposed program?

. Describe the more important academic objectives of the proposed program, including the range of skills and knowledge future graduates will possess.

. The course work required of all students who major in this program shall be described. Attachment I, the curricular outline form, shall be completed.

. Internships and practica required of students in this program shall be described.

c. Program Faculty. Program proposals shall establish clearly the requirements, costs and quality of the faculty for the program.

(1) What is the quality of the faculty?

. The instructional staff shall consist of a sufficient number of permanent faculty appropriately qualified for the level of instruction. Three years after their inception, programs should be staffed according to the following guidelines:

Bachelors Program - 3 with Ph.D. or appropriate terminal degree; Masters Program 3 additional faculty with Ph.D. or appropriate terminal degree; Specialists and Doctoral Programs two additional faculty with Ph.D. or appropriate terminal degree.

. The proposal shall differentiate core faculty from others who teach in the program.

. The instructional staff shall consist of faculty whose academic specializations are appropriate to the new degree program.

. The instructional staff shall consist of faculty whose academic, instructional and scholarly accomplishments suggest that the proposed program will be of high quality and appropriate to the institution's mission, role and aspirations.

. Identify other teaching requirements outside the proposed program assigned to core faculty. Also identify the proportion of their assignments devoted to the proposed program.

. The number, qualifications and rank of proposed new faculty shall be identified.

. The cost of proposed new faculty shall be identified, along with expected timelines for their employment by the institution.

    .   The proposal shall include curriculum vitae of all faculty delivering courses for the proposed major.

(2) How many graduate assistants will serve the program?

    .   The proposal shall identify any necessary graduate positions and budgeted salaries.

d. Academic Support. Program proposals shall establish clearly the requirements, costs and quality of the academic support services for the program.

(1) What are the academic support services for this program?

    .   The advising services, library, audio-visual and academic computing resources shall be of sufficient volume and quality to support the program effectively.

(2) What new library materials and other forms of academic support are required beyond normal additions?

    .   The expected number of library acquisitions shall be identified with anticipated costs. Essentially, all new curricula, programs, and similar projects must include specified description of the new library resources and/or services required by the new program.

    .   New or enhanced forms of academic support shall be identified with the anticipated costs.

(3) What new supporting staff will be required beyond normal additions?

    .   The proposal shall list support staff requirements and budgeted salaries.

e. Facilities and Equipment. Program proposals shall establish clearly the requirements, costs and quality of the facilities and equipment for the program.

(1) What are the anticipated facilities requirements (existing, renovated or new)?

    .   Space requirements shall be sufficient to the instructional and laboratory needs of the program. The facilities needed for the delivery of a high quality program shall be itemized.

    .   Renovated or new facilities shall carry a fiscal note, identifying necessary work and additional costs.

    .   Sources of funding for renovation and new construction shall be identified.

(2) What new equipment will be required beyond normal additions?

. Equipment requirements shall be sufficient to the instructional and laboratory needs of the program. A statement shall be made about the equipment needed for the delivery of a high quality program.

. The proposal shall itemize available inventory, including equipment condition and life-span.

. The proposal shall itemize new equipment needs.

(3) What are the technology needs, if applicable?

Describe the network, server, and online support needs associated with an online degree program.

The proposal shall itemize technology costs.

f. Program Review, Assessment and Accreditation. Program proposals shall establish clearly the institution's plan to monitor, maintain and enhance the quality and effectiveness of the program. A formal Assessment Plan must be submitted with the proposal. For undergraduate programs, this plan must also have been approved by the College Assessment Review Committee and for graduate programs, the Assessment and Program Review Committee of Graduate Council.

(1) What program review process or evaluation methods will be used to review the program?

(2) What student learning outcomes measures will be used to assess the program's effectiveness?

(3) What are the institution's plans regarding program accreditation?

. The program shall identify the specialized accrediting agency where applicable.

The proposal shall identify institutional plans to have the program accredited, including timelines and projected costs of achieving and maintaining accreditation.

5. <u>FORMS TO ACCOMPANY PROPOSAL</u>

There are three forms that will be prepared and submitted with the proposal:

a. Summary of Proposed Academic Program

b. Curriculum Outline for Proposed Academic Program

c. Fiscal Summary for Proposed Academic Program (2-15-01)

New Degree Request - *University Name*

Criteria	Program Summary
1. Program Identification (CIP code)	
2. Academic Unit	
3. Program Description	
4. Demand/Need for the Program	
5. Comparative /Locational Advantage	
6. Curriculum	
7. Faculty Profile	
8. Student Profile	
9. Academic Support	
10. Facilities and Equipment	
11. Program Review, Assessment, Accreditation – formal assessment plan.	
12. Costs, Financing	

CURRICULUM OUTLINE
NEW DEGREE PROPOSALS
Kansas Board of Regents

I.   Identify the new degree:

_____

II.   Provide courses required for each student in the major:

	Course Name & Number	**Credit Hours**
Core Courses	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Electives	_____	_____
	_____	_____
	_____	_____
Research	_____	_____
	_____	_____
Practica	_____	_____
	_____	_____
	_____	_____
	Total	_____

<u>IMPLEMENTATION YEAR</u>
FY _____

Fiscal Summary for Proposed Academic Programs

Institution:

_____

Proposed Program:

_____

Part I. Anticipated Enrollment	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
A. Full-time, Part-time Headcount:						
B. Total SCH taken by all students in program						
Part II. Program Cost Projection						
A. In <u>implementation</u> year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
	Implementation Year		Year 2		Year 3	
<u>Base Budget</u> Salaries						
OOE						
Total						

Indicate source and amount of funds if other than internal reallocation:

Approved: _____

Form Revised: September 2003

Appendix J
Undergraduate
Academic Sub plan, Plan, or Program
Flowchart
New, Change, Discontinue

Includes: options, minors, majors, certificates, secondary majors, and degree programs, etc

Curriculum review committee – Department

Development

→

Dept/Unit Curriculum Committee

Vote

→

Dept/Unit Faculty

Vote

→

College Curriculum Committee and CARC
(College Assessment Review Committee)

Vote

↕

Notify other affected units (departments, programs, colleges, or library)

↓

College Faculty

Distribute proposal sheets 10 calendar days prior to college faculty meeting

Vote

↓

Approval sheets

Faculty Senate

Vote

←

Faculty Senate Executive Committee

Vote

←

Senate Faculty Academic Affairs
(Materials submitted 10 calendar days prior to meeting)

Vote

←

College Dean's Office

Oversight/ Notify

↓

Change
Includes Minors/Options - less than BOR criteria
New/Drop Certificates

New/Drop Majors/ Minors/ Options/ Secondary Majors

→

College Dean's Office

Distribute within KSU

KSU Provost

→

KBOR COCAO

New/Drop Minors/Options
Information Only

New
1st Reading Approval

→

KBOR COPS

Vote

↓

Provost Office

Distribute to appropriate offices for records and publications

←

Kansas Board of Regents

Vote

Rev. 03-09-10

Appendix K
Graduate
Academic Sub plan, Plan, or Program
Flowchart
New, Change, Discontinue

Includes: options, minors, majors, certificates, secondary majors, and degree programs, etc

Curriculum review committee – Department

Development

Dept/Unit Curriculum Committee

Vote

Dept/Unit Faculty

Vote

College Curriculum Committee

Vote

Graduate School

Oversight

Notify other affected units (departments, programs, colleges, or library)

College Dean's Office

Oversight/ Notify

Approval sheets

College Faculty

(Distribute proposal sheets 10 calendar days prior to college faculty meeting)
Vote

Faculty Senate Executive Committee

Vote

Faculty Senate Academic Affairs

(Materials submitted 10 calendar days prior to meeting)

Vote

Graduate Council

Vote

Graduate Council Academic Affairs Committee

(Materials submitted by 10th of the month)

Vote

Faculty Senate

Vote

Change
Includes Minors/Options less than BOR criteria

New/Drop

Distribute within KSU

KSU Provost

KBOR COCAO

New/Drop Minors/Options
Information Only

New
1st Reading Approval

Provost Office

Distribute to appropriate offices for records and publications

Kansas Board of Regents

Vote

KBOR COPS

Vote

New Program

Rev. 03-0

Appendix L: Collaborated Academic Program – Appendix K – Kansas Board of Regents

COLLABORATIVE PROGRAM/DEGREE PROCEDURES

Proposals for collaborative programs/degrees must include the following and should be limited to two pages:

(a)   A brief description of the nature of the collaboration and the benefits to Kansas

(b)   Lists of partners in the collaboration and degrees/certificates (if any) to be conferred by each partner

(c)   Description of faculty load and faculty compensation for each partner

(d)   Tuition/fees for each partner

(e)   Description of student support services provided by each partner

      (1)   Academic Advising
      (2)   Financial Aid
      (3)   Access to facilities
      (4)   Transcripting procedures

(f)   Plans for joint use of facilities

(g)   Plans for joint purchase and/or maintenance of facilities (1-19-05)

Appendix M: New certificate programs

KSU Certificate Program Proposal

A KSU "Certificate" program emphasizes a focused specialty area of study as a part of or beyond the requirements for bachelors, masters, and doctoral degrees.

It must increase the knowledge and skills of individuals.

It must be validated by specified assessment processes.

The department and college that provide a certificate program must provide for approval the:
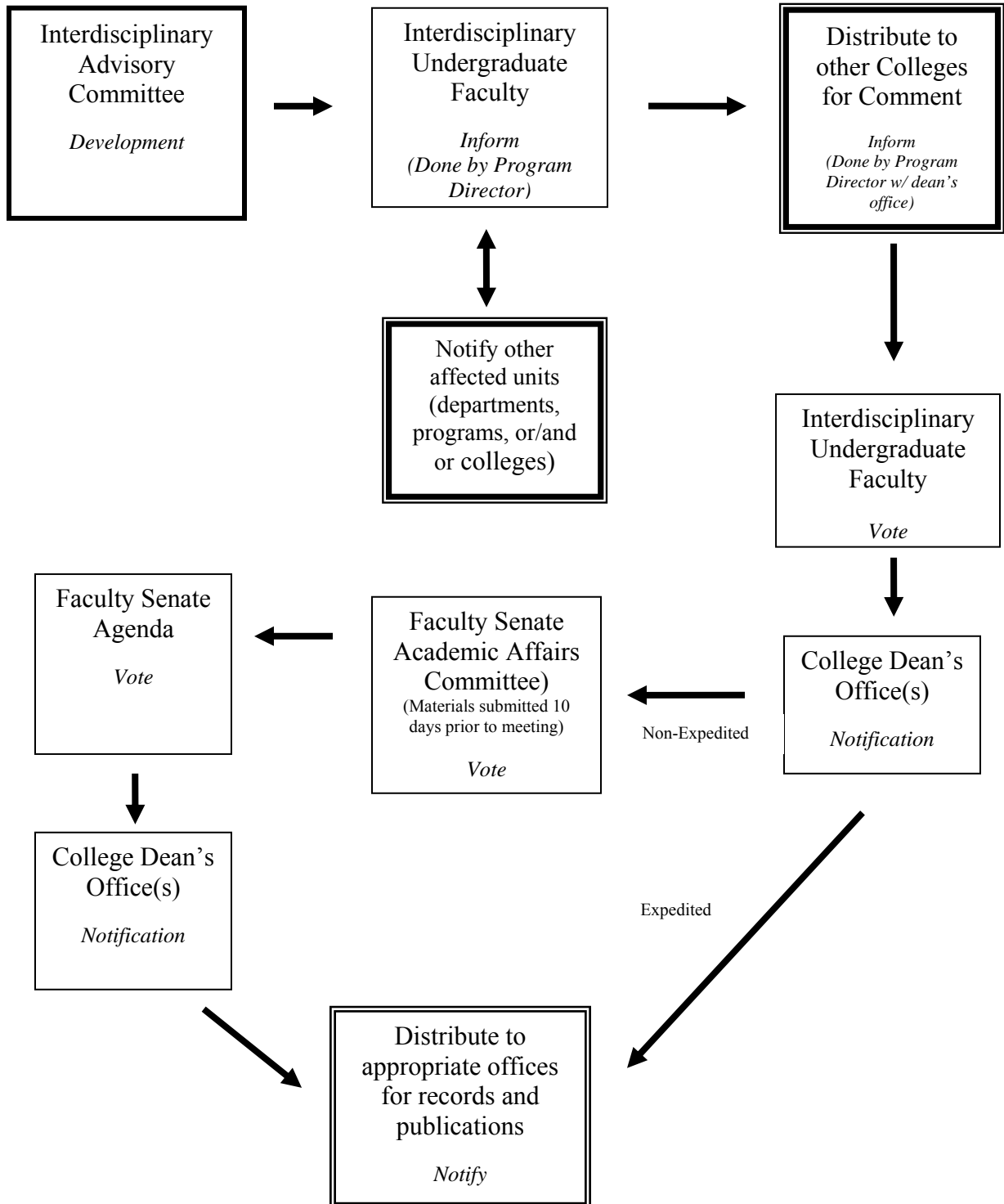1. Purpose,
2. Requirements,
3. Desired outcomes,
4. Assessment Plan,
5. Estimated budget and staff required, and
6. Evidence of approval of their certificate program through internal academic channels.

For graduate certificate programs, see
http://www.k-state.edu/grad/gscurrent/handbook/chap4.htm

Appendix N – DRAFT *
Interdisciplinary Undergraduate Course/Curriculum Change Flowchart

*This process is currently under review by a task force appointed by the Provost.

| Interdisciplinary Advisory Committee

Development | → | Interdisciplinary Undergraduate Faculty

Inform
(Done by Program Director) | → | Distribute to other Colleges for Comment

Inform
(Done by Program Director w/ dean's office) |

Notify other affected units (departments, programs, or/and or colleges)

Interdisciplinary Undergraduate Faculty

Vote

Faculty Senate Agenda

Vote

Faculty Senate Academic Affairs Committee)
(Materials submitted 10 days prior to meeting)

Vote

College Dean's Office(s)

Notification

Non-Expedited

Expedited

College Dean's Office(s)

Notification

Distribute to appropriate offices for records and publications

Notify

Rev. 03-09-10

Appendix O
Interdisciplinary Graduate Course/Curriculum Change Flowchart

Graduate Programs:
Biochemistry
Food Science
Genetics
Public Health
Graduate Certificates:
Food Safety and Defense
Food Science
Public Health Core Concepts
Stem Cell Biotechnology
Women's Studies

Interdisciplinary Advisory Committee

Development

Interdisciplinary Graduate Faculty

Inform – (Done by Program Director)

Distribute to other Colleges for Comment

Distribute proposal sheets 10 calendar days prior to interdisciplinary graduate faculty meeting
(Done by Program Director and Graduate School)

Graduate School

Oversight

Notify other affected units (departments, programs, or/and or colleges)

Interdisciplinary Graduate Faculty
Vote

Graduate School

Distribute approval sheets

Notification

Faculty Senate Academic Affairs Committee
(Materials submitted 10 days prior to meeting)

Vote

Non-Expedited

Graduate Council

Vote

Graduate Council Academic Affairs Committee
(Materials submitted by 10th of the month)
Vote

Expedited

Faculty Senate Agenda

Vote

Graduate School

Notification

Distribute to appropriate offices for records and publications

Notify

Rev. 03-09-10

Minors Serving Non-K-State Graduates

Undergraduate minors provide students an opportunity to emphasize study in an area outside their major curriculum. Completion of minors is available to K-State students as part of an undergraduate degree program or following completion of the undergraduate degree program as outlined in the University Handbook, F160. Directors of minor programs can request approval to allow non-K-State graduates with baccalaureate or advanced degrees to earn an undergraduate minor through the normal course and curriculum routing procedures. In general, such programs should demonstrate a rationale and specify how applicants will be screened for adequacy of past academic preparation. Application requirements can be found in the Approval, Routing, and Notification Procedures for Course and Curriculum Changes. Minor programs must request continuation every five years to maintain their standing to accept non-K-State graduates. No more than six hours of transfer courses may be used for the minor.

Initial Request for Approval

Rationale: Describe all aspects of the rationale for extending the availability of the minor to non-K-State graduates and its relevance to K-State's land grant mission.

Proposed Delivery Mechanism: Describe how the required courses will be made available to students, i.e., face-to-face on campus, face-to-face off-campus, online courses, or some combination of several delivery mechanisms.

Need for Additional Resources: If extending the availability of the minor to non-K-State graduates requires resources above those routinely made available to support the minor, please provide evidence that those resources will be so allocated.

Projected Enrollment/Evidence of Need: Provide any available data on demand for such a minor by non-K-State graduates, based on student inquiries, industry requests, etc.

Admission Requirements: Specify the criteria that will be used in screening applications from non-K-State graduates and the rationale for those requirements, i.e., accreditation status of degree-granting institution, degree received, GPA, etc.

Program Assessment: Please describe how the program will be assessed in terms of its rationale, quality, and cost.

Five-Year Request for Continuation

(Director of the minor program is responsible for submitting the necessary materials to Faculty Senate Academic Affairs.)

Number of Graduates Admitted/Competed: Report the number of K-State and non-K-State students admitted to the minor program during the last five-year period, the number in each category who completed the minor program, and their GPA for the completed minor.

Program Assessment Results: Report program assessment results in terms of its rationale, quality, and cost. Include a discussion of the way in which the minor has enhanced the non-K-State graduate's professional standing, income, or interest in pursuing a graduate degree at K-State as a result of the availability of the minor program.

(page added 03/09/10)