Santa Clara University
Academic Affairs Committee

Approval of Academic Program Changes
Guidelines for the Development of Proposals
Updated Winter Quarter 2018

Checklist and Overview

Approval of Academic Program Changes: Guidelines

Suggested Consultation, Approval, and Notification Table

Santa Clara University
Academic Affairs Committee
Approval of Academic Program Changes
Checklist and Overview

To maintain its academic vitality and respond to new needs or opportunities, the University occasionally initiates, modifies, or eliminates academic programs.

Before submitting a proposal for a change in an academic program, please review these guidelines for "Approval of Academic Program Changes" to ensure that your proposal is complete and that you have consulted with the appropriate academic and administrative units. See the table of Suggested Consultation, Approval, and Notification Sequences (formerly "Attachment A") at the end of this document.

<mark>*When submitting a proposal, include this cover sheet/checklist. Check each item to indicate that it is included in the proposal. Provide a brief explanation of any missing elements.*</mark>

Name of Primary Contact:
Department:
Telephone:
E-Mail Address:
Date Submitted (include date of original submission and dates of revisions, if relevant):

Proposals to initiate a new academic program should include the following:

☐ Executive Summary

Components Related to Academic Quality
☐ Purpose of Proposed Program
  o Relevance to University's Mission
☐ Promise of Quality
  o Overview of Program Quality
  o Plans for Program Review
  o Assessment Plan with Curriculum Alignment Table
☐ Timeline for Implementation
☐ Draft Text for Bulletin, including lists of courses and faculty

Components related to Enrollment Projections, Student Interest, and Resources
☐ Comparative Analysis, Evidence of Interest, and Enrollment Projections
☐ Impact on Other Programs
☐ Resource Requirements and Implications

☐ Documentation of consultation and review

Proposals to modify an existing academic program should explain how the proposed changes

1) relate to evidence of strengths and weaknesses of the current program and 2) will improve the program. Proposals should include the relevant components outlined above.

Proposals to eliminate an existing academic program should include, at a minimum, the following.
- ☐ Executive Summary
- ☐ Rationale for Elimination
- ☐ Impact on Stakeholders
- ☐ Teach-out Plan Redeployment Plan
- ☐ Financial Analysis
- ☐ Timeline
- ☐ Documentation of Consultation and Review

This checklist and the completed proposal should be sent to the Vice Provost for Academic Affairs and the Chair of the Academic Affairs Committee. Should you have any questions, please contact the Vice Provost at 408-554-4533.

Approval of Academic Program Changes: Guidelines
Santa Clara University
Academic Affairs Committee

To maintain its academic vitality and respond to new needs or opportunities, the University occasionally initiates, modifies, or eliminates academic programs. This document presents guidelines for the development and review of proposals for such changes.[1]

Review Process

Although proposals to initiate, modify, or eliminate an academic program may originate anywhere within the academic structure of the University – in the faculty, the administration, or the student body – proposals should be reviewed by all pertinent jurisdictions in an orderly sequence beginning with the faculty.

Different kinds of proposals require different levels of review and approval. They also call for different forms of consultation during the review process and notification of interested parties after a decision is made. These Guidelines include a table outlining the consultation, approval, and notification processes. Questions about the level of approval required for a particular proposal will be resolved by the Provost.

Proposals should ordinarily be submitted simultaneously to the Provost or the Vice Provost for Academic Affairs and the Chair of the Academic Affairs Committee. The Provost will ordinarily share with the committee any comments or questions he or she wishes it to consider before it begins its deliberations. For the most significant program changes, the normal sequence of review includes an evaluation and either a recommendation or a decision from each of the following in turn: the relevant department, the dean, the Academic Affairs Committee (AAC), the Provost, the President, and the Board of Trustees.

While proposals can be submitted to the Academic Affairs Committee at any point in the academic year, fall submissions are recommended for programs hoping to commence the following fall. This timeline includes all levels of approval although some programs do not require the full sequence of approvals. The following is an ideal timeline, but the process may be longer if significant revisions are needed. Please note that timelines for implementation of a Level B or C change prior to the start of the next academic year will require documented agreement by the Office of the Registrar to carry out the accelerated timeline.

September   Development of proposal in department; consultation with appropriate offices; approval by department and dean

October   Submission of proposal to Vice Provost for Academic Affairs or Provost and Chair of Academic Affairs Committee

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[1] Also see "Academic Programs: Criteria and Definitions" for a description of criteria for these kinds of programs. This document is available at www.scu.edu/provost/policies.

	Discussion of proposal in AAC
November	Revision of proposal (if necessary), resubmission to AAC Approval recommended by AAC Approval by Provost Approval by President
December	Submission of proposal to Trustee Academic Affairs Committee
February	Presentation of proposal to Trustee Academic Affairs Committee Approval by Board of Trustees Submission of Bulletin copy for Undergraduate or Graduate Bulletin
Fall	Implementation of new academic program

Consultation

Please review closely the table of suggested consultation sequences and consult with appropriate groups. Preparation of proposals should include consultation with relevant deans as well as other consultants. At each level of review, the appropriate person(s) should provide a written response or recommendation. Authors of proposals should take care to consult closely with other academic or administrative entities that may be affected by the proposal.

Any proposal to change an Undergraduate Core Curriculum requirement should be approved by the University Core Curriculum Committee in consultation, as appropriate, with the Academic Affairs Committee and other consultants.

Significant proposals require consultation with offices responsible for facilities and finances, as well as review by the Provost, President, and Trustees, before final approval or implementation.

New programs should not accept or enroll students, nor engage in any fundraising or advertising, until the review process has been completed.

Proposal Guidelines

Any revisions submitted to the Academic Affairs Committee should include the date of the original submission and date(s) of revision(s). A summary of the revisions since the prior version should accompany each new version of a proposal.

I. INITIATING A NEW ACADEMIC PROGRAM

The following content guidelines, which may be useful in developing a proposal to initiate any new academic program, are specifically required for proposals to create a new degree program, academic major, department, or school.

Executive Summary – Summarize the proposal in no more than 500 words.

Components Related to Academic Quality

    Purpose of Proposed Program and Relevance to SCU Mission – Discuss the primary goals of the proposed program. Provide an explanation of how this program is distinctive as a Santa Clara University program. Describe the ways it advances the mission and goals of the University. For example, proposals often describe how the program contributes to a learning environment that promotes ethics, or how the program fosters the University's commitment to a more humane and just world. Indicate how the program contributes to the goals of the school and department. Indicate which elements of the curriculum are new and which already exist.

    Promise of Quality – Discuss the level of quality that can realistically be achieved with the resources available.

        Overview of Program Quality – Will the program enhance the academic stature of the college or school and the University? What indicators of program quality should we expect of the program within five years?

        Plans for Program Review – If appropriate, indicate how the program will be incorporated into the University's Program Review cycle. Consult the Dean and Vice Provost for Planning and Institutional Effectiveness regarding the Program Review cycle.

        Assessment Plan with Curriculum Alignment Table – Consult with the Director of Assessment while developing the assessment plan. Identify the curricular and other requirements. Describe student learning goals and learning objectives. Include a draft curriculum alignment table indicating the alignment of courses with learning goals and objectives. Provide a multi-year timeline for the assessment of student learning.

    Timeline for Implementation – Present a timeline for initiation, development, and review of the program.

    Draft Text for Bulletin, including list of required courses, faculty, and faculty responsibilities – Provide a draft description of the program appropriate for the Bulletin and Web site.

Components Related to Enrollment Projections, Student Interest, and Resources

    Comparative Analysis, Evidence of Interest, and Enrollment Projections – Describe related programs at comparable institutions, indicating how SCU's program would be similar or different. Include results of any research into increases in national or regional interest in programs in this field.

Document the level of interest in the program on the part of students, potential students, faculty, and other stakeholders. Are tenured and tenure-track faculty sufficiently interested in the program to offer the curriculum on a sustained and regular basis? Are current and potential students sufficiently interested in the program to maintain adequate enrollment in its classes? What is the demographic group of prospective students? Indicate whether prospective students are likely to be international students. Explain how the levels of prospective student interest have been ascertained. Include survey data.

Provide an estimate of enrollment projections over a five-year period.

Impact on Other Programs – Describe the anticipated impact of the proposed program on other academic programs and priorities. Will it require reassignment of current faculty or funds? Do faculty involved already teach the classes on a regular basis? If not, do the chairs of the departments involved agree to reassign faculty members from other duties in order to participate? Are other programs likely to suffer enrollment losses? Will the approval of the proposal involve discontinuing another program? If so, see "Eliminating an Existing Academic Program," below.

Resource Requirements and Implications – Describe in the proposal the anticipated costs, funding sources, and structural, infrastructural, or service needs, addressing the following as applicable:

Costs
- Staffing: Anticipated increase or decrease in faculty or staff positions
- Operating expenses: Anticipated increase or decrease in operating expenses
- Financial impact: Anticipated financial impact on other University programs or services

Funding Sources
- Increase or decrease in revenue from tuition or fees
- Increase, decrease, or reallocation of existing expense budgets
- Reassignment of endowment income or designated gift accounts

Structures, Infrastructures, Services, etc.
- New or modified office, instructional, or support space
- Building modifications or infrastructure changes (e.g., HVAC, increased power, parking)
- Environmental Health and Safety issues (e.g., hazardous waste treatment, biological monitoring & reporting)
- Increased physical plant operating expenses (e.g., electricity, water, natural gas, waste water, custodial services, building maintenance)
- Increased need for international student visa processing and support
- New library or media services collections, programs, services
- Additional computer or network capacity

Based on these factors, present a five-year budget projection that accounts for both one-

time and recurring expenses. Once the program is established, can it be adequately funded and supported with current resources or will additional increases in budgets be needed? This section should be developed in consultation with the Provost's Office and other relevant offices including the Global Engagement Office.

WASC Approval – Proposals for the development of new certificates or degree programs may require the approval of the WASC Senior College and University Commission (WSCUC). Please consult with the Vice Provost for Planning and Institutional Effectiveness regarding WSCUC requirements.

Documentation of Consultation and Review – Provide copies of relevant portions of letters or emails from the offices consulted in an Appendix to the proposal.

II. MODIFYING AN EXISTING ACADEMIC PROGRAM

Depending on what kind of change is envisioned, proposals to modify existing academic programs should include all of the information outlined above that is pertinent. Proposals should explain how the proposed change(s) 1) relate to evidence of strengths and weaknesses of the current program and 2) will improve the program.

III. ELIMINATING AN EXISTING ACADEMIC PROGRAM

Proposals to eliminate an existing academic program should include, at a minimum, the following information:

Executive Summary – Summarize the proposal in no more than 500 words.

Rationale for Elimination – Present the reasons for eliminating the program. What are the strengths and weaknesses of the program at present? Why do these strengths and weaknesses support a case for elimination rather than modification of the existing program?

Impact on Stakeholders – Discuss the probable impact of eliminating the program on current faculty, staff, students, and other stakeholders. How can negative effects be minimized or mitigated? What is the teach-out plan for current students?

Teach-Out Plan – The plan must include the following elements:
- how students who have begun the program will be able to complete the program within a reasonable amount of time;
- when new admissions will cease;
- when and how current students will be notified of plans for program closure (students should be notified as early as possible of the date of program closure);
- what schedule of course offerings will support student completion of the program.

The program must make a reasonable effort to offer the courses needed by students for timely

completion of the program.

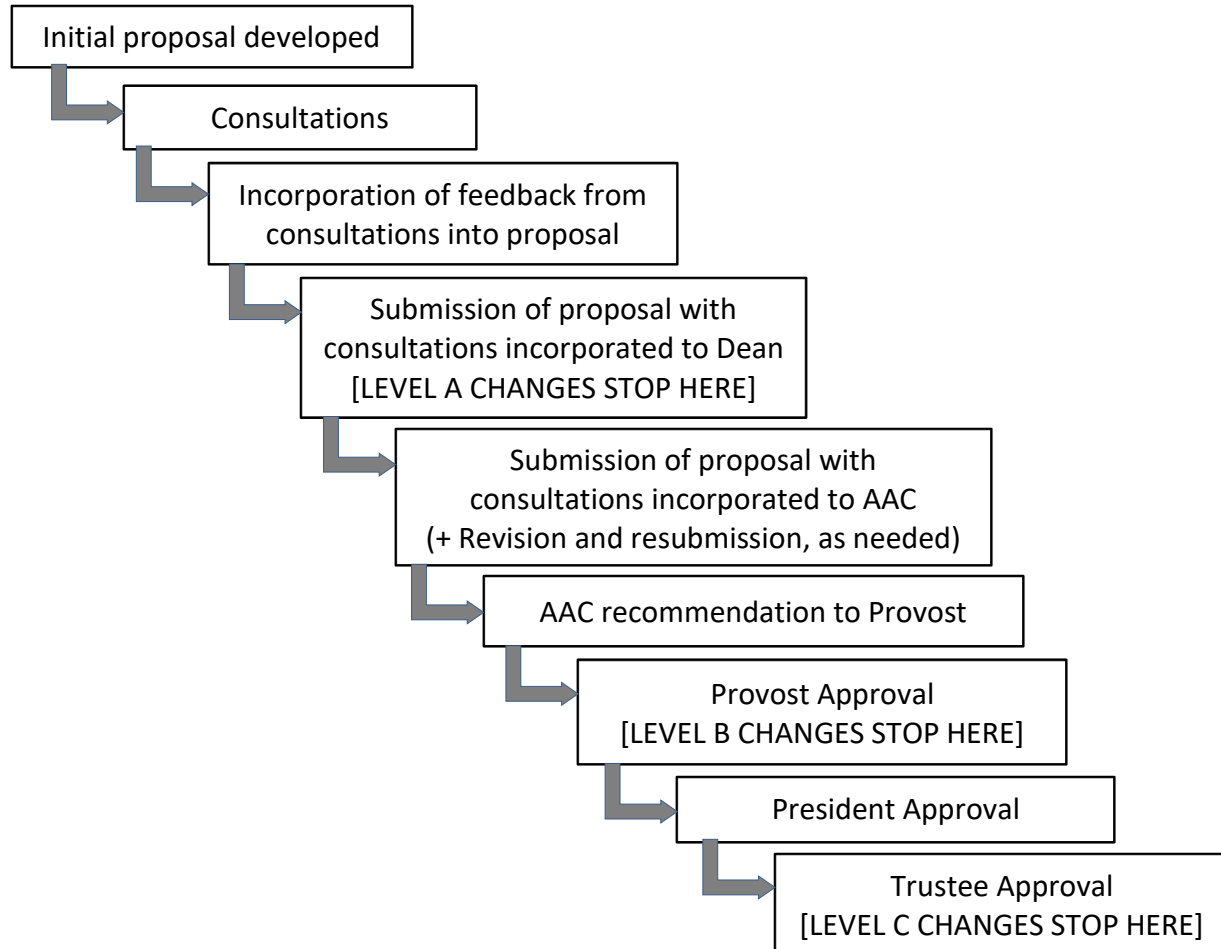***Financial Analysis*** – Present an analysis of the financial impact of eliminating this program.

Redeployment Plan – Describe how existing resources allocated to this program will be redeployed. How will existing tenured faculty be reassigned? What will happen with other faculty and staff? Is this plan consistent with current policies and procedures in the Faculty Handbook and the Staff Manual?

Timeline – Present a timeline of steps leading to the elimination of the program.

Documentation of Consultation and Review - Provide copies of letters or emails from the offices consulted in an Appendix to the proposal. If a proposal to eliminate a program does not originate from the unit (e.g. department) in which the program resides, please provide documentation of consultation with the relevant department.

Documentation of Recommendation – To enable the Academic Affairs Committee and other approvers to make the best-informed decision, the department's recommendation should summarize the extent to which there is widespread or substantive agreement or disagreement within a department or between a department and dean, and why.

IV. FLOWCHART OF THE ACADEMIC PROGRAM CHANGES PROCESS

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Initial proposal developed
    └──> Consultations
            └──> Incorporation of feedback from
                 consultations into proposal
                    └──> Submission of proposal with
                         consultations incorporated to Dean
                         [LEVEL A CHANGES STOP HERE]
                            └──> Submission of proposal with
                                 consultations incorporated to AAC
                                 (+ Revision and resubmission, as needed)
                                    └──> AAC recommendation to Provost
                                            └──> Provost Approval
                                                 [LEVEL B CHANGES STOP HERE]
                                                    └──> President Approval
                                                            └──> Trustee Approval
                                                                 [LEVEL C CHANGES STOP HERE]
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Suggested Consultation, Approval, and Notification Sequences
for Academic Program Changes

	Level A: Approval by Department and Dean		
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notification*
1.	**Minor curricular change within an existing degree program, major, minor, or concentration without significant impact on other departments or programs**	**Consultation** • Department • Deans of all units that may be affected, outside the one where the program is housed • Library • Associate Provost for International Programs **Approval** • Department/Program **Final Approval** Dean of college/school where the program is housed	• Department majors and minors
2.	**Creation of, elimination of, significant change in, or change of name in an emphasis or concentration within a major or a degree**	**Consultation** • Department • Deans of all units that may be affected, outside the one where the program is housed • Library • Admissions and Enrollment • Associate Provost for International Programs **Approval** • Department/Program **Final Approval** • Dean of college/school where the program is housed	• Department majors and minors • Other department chairs in College or School • Office of the Registrar • Drahmann Center • Vice President of Enrollment Management

	Level B: Approval by Dean, Academic Affairs Committee, and Provost			
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notifica-tion*	*External approval also required*
3.	**Creation of, elimination of, or significant change in a College or School requirement**	**Consultation** • Department chairs • Office of the Registrar • Library, Media Services, and Information Technology • Drahmann Center • Academic Affairs Committee • Deans of all units that may be affected, outside the one where the program is housed • Vice Provost for Academic Affairs • Associate Provost for International Programs • Director of Assessment • Admissions and Enrollment • Other relevant University and external stakeholders **Recommendation** • Department/Program **Sequential Approvals** • Dean of college/school where the program is housed • Academic Affairs Committee **Final Approval** • Provost	All relevant faculty and students Other relevant stake-holders	
4.	**Creation of, elimination of, or significant change in a graduation requirement affecting more than one College or School**	**Consultation** • Relevant departments • Office of the Registrar • Library, Media Services, and Information Technology • Drahmann Center • Deans of all units that may be affected, outside the one where the program is housed • Vice Provost for Academic Affairs • Vice President for Admissions and Enrollment • Director of Assessment • Other relevant University and external stakeholders **Recommendation** • Department/Program **Sequential Approvals** • Dean of college/school where the program is housed • Academic Affairs Committee **Final Approval** • Provost	All relevant faculty and students Other relevant stake-holders	

	Level B: Approval by Dean, Academic Affairs Committee, and Provost			
	Program Change	**Groups to Consult and Recommended Sequence for Approval Process**	**Notifica-tion**	**External approval also required**
5.	**Creation of, elimination of, or significant change in a minor (including an interdisciplinary minor), or a certificate program**	**Consultation** • Relevant departments • Office of the Registrar • Library, Media Services, and Information Technology • University Finance Office • Projects and Planning (Facilities) • Drahmann Center • Deans of all units that may be affected, outside the one where the program is housed • Vice Provost for Academic Affairs • For creation of a certificate program: Vice Provost for Planning and Institutional Effectiveness • Associate Provost for International Programs • Vice President of Enrollment Management • Associate Provost for International Programs • Institutional Research • Financial Aid • Other relevant University and external stakeholders **Recommendation** • Department/Program **Sequential Approvals** • Dean of college/school where the program is housed • Academic Affairs Committee **Final Approval** • Provost	All relevant faculty, students and other stake-holders	For creation of a certificate program: WASC Senior College and University Commission (WSCUC) approval may be required, via Vice Provost for Planning & Institutional Effectiveness

		Level B: Approval by Dean, Academic Affairs Committee, and Provost		
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notifica-tion*	*External approval also required*
6.	**Change in name of a program (including a certificate program or interdisciplinary minor), department or degree**	**Consultation** • Relevant departments • Office of the Registrar • Drahmann Center • Deans of all units that may be affected, outside the one where the program is housed • Vice Provost for Academic Affairs • Vice President of Enrollment Management • Associate Provost for International Programs • Institutional Research • Other relevant stakeholders **Recommendation** • Department/Program **Sequential Approvals** • Dean of college/school where the program is housed • Academic Affairs Committee **Final Approval** • Provost	All relevant faculty, students, and other relevant stake-holders	
7.	**Significant change in mission of existing department, program, major, or degree**	**Consultation** • Relevant departments outside the one that is changed • Office of the Registrar • University Finance Office • Library, Media Services, and Information Technology • Drahmann Center • Deans of all units that may be affected, outside the one where the program is housed • Vice Provost for Academic Affairs • Associate Provost for International Programs • Vice President of Enrollment Management • Other relevant University and external stakeholders **Recommendation** • Department/Program **Sequential Approvals** • Dean of college/school where the program is housed • Academic Affairs Committee **Final Approval** • Provost	All relevant faculty, students, and other relevant stake-holders	

	Level B: Approval by Dean, Academic Affairs Committee, and Provost			
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notifica-tion*	*External approval also required*
8.	**Development of a new modality or new location for a degree program in which 50 percent or more of the program is online or off-campus, if the off-campus site is 25 miles or further from campus**	**Consultation** • Relevant departments outside the one that is changed • Institutional Research • Financial Aid • Office of the Registrar • Library, Media Services, and Information Technology • Drahmann Center • Deans of all schools that may be affected, outside the one where the program is housed • Vice Provost for Academic Affairs • Vice President of Enrollment Management • Vice Provost for Planning and Institutional Effectiveness • Associate Provost for International Programs • Other relevant University and external stakeholders **Recommendation** • Department/Program **Sequential Approvals** • Dean of college/school where the program is housed • Academic Affairs Committee **Final Approval** • Provost	All relevant faculty and students Inst. Rsch. (IR notifies US Dept. of Ed.) Financial Aid Other relevant stake-holders	**External Approval** WASC substantive change approval required Other accreditors' approval, as appropriate

		Level C: Approval by Dean, Academic Affairs Committee, Provost, President, and Trustees		
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notifica-tion*	*External approval also required*
9.	**Creation of, elimination of, or significant change in an undergraduate Core curriculum requirement**	**Consultation** • Affected departments other than the one where the program is housed • Office of the Registrar • Library, Media Services, and Information Technology • Drahmann Center • Deans of all schools that may be affected outside the one where the requirement is housed • Vice Provost for Academic Affairs • Associate Provost for International Programs • Director of the Core Curriculum • Associate Provost for Undergraduate Studies • Admissions and Enrollment • Director of Assessment • Other relevant University and external stakeholders **Recommendation** • Department/program(s) in which all classes associated with the requirement are housed • Core Curriculum Committee • Relevant Faculty Core Curriculum Committees **Sequential Approvals** • Dean of the college/school(s) where the all classes associated with the requirement are housed • Academic Affairs Committee • Provost • President **Final Approval** • Trustees	All relevant faculty and students Other relevant stake-holders	

		Level C: Approval by Dean, Academic Affairs Committee, Provost, President, and Trustees		
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notifica-tion*	*External approval also required*
10.	**Creation of, elimination of, or significant change in a major, degree program, or academic department** **Note: If 50 % or more of degree program is online or off campus, see also row 8 above**	**Consultation** • Department where the major/degree is housed • Other departments that may be affected • Office of the Registrar • Library, Media Services, and Information Technology • University Finance Office • Projects and Planning (Facilities) • Drahmann Center • Deans of all units that may be affected outside the one where the department/program/degree is housed • Vice Provost for Academic Affairs • Associate Provost for International Programs • Vice President of Enrollment Management • Vice Provost for Planning and Institutional Effectiveness • Associate Provost for International Programs • Institutional Research • Financial Aid • Other relevant University and external stakeholders **Recommendation** • Department/Program **Sequential Approvals** • Dean of the college/school in which the department/program/degree is housed • Academic Affairs Committee • Provost • President **Final Approval** • Trustees	All relevant faculty and students Other relevant stake-holders	For creation of a degree program: WASC Senior College and University Commission (WSCUC) approval required, via Vice Provost for Planning & Institutional Effectiveness

	Level C: Approval by Dean, Academic Affairs Committee, Provost, President, and Trustees			
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notifica-tion*	*External approval also required*
11.	**Significant change in mission of existing School or the College**	**Consultation** • All affected departments • Deans of all units that may be affected outside the one housing the proposed change • Office of the Registrar • University Finance Office • Library, Media Services, and Information Technology • Drahmann Center • Vice Provost for Academic Affairs • Associate Provost for International Programs • Vice President of Enrollment Management • Other relevant University and external stakeholders **Sequential Approvals** • Dean of the college/school housing the proposed change • Academic Affairs Committee • Provost • President **Final Approval** • Trustees	All relevant faculty and students Other relevant stake-holders	

	Level C: Approval by Dean, Academic Affairs Committee, Provost, President, and Trustees			
	Program Change	*Groups to Consult and Recommended Sequence for Approval Process*	*Notifica-tion*	*External approval also required*
12.	**Creation or elimination of the College or a School**	**Consultation** • All affected departments • Deans of all schools that may be affected, outside the one that is the focus of the proposal • Office of the Registrar • Library, Media Services, and Information Technology • University Finance Office • Projects and Planning (Facilities) • Drahmann Center • Vice Provost for Academic Affairs • Associate Provost for International Programs • Vice President of Enrollment Management • Institutional Research • Financial Aid • Other relevant University and external stakeholders **Sequential Approvals** • Dean of the college/school that is the focus of the proposal, if it is for elimination • Academic Affairs Committee • Provost • President **Final Approval** • Trustees	All faculty and relevant students Other relevant stakeholders	

Review of Guidelines

In consultation with the Provost and academic deans, the Academic Affairs Committee should review these guidelines at least once every three years to assure that they support good decisions based on high academic standards and effective use of limited resources.

Approvals: Academic Affairs Committee, June 15, 2001; Provost, June 15, 2001; Board of Trustees, October 26, 2001
Clarifications Approved: Academic Affairs Committee, Winter Quarter, 2004; Provost, Winter Quarter, 2004
Revisions Approved: Academic Affairs Committee and Provost, Spring Quarter, 2008
Revisions Approved: Academic Affairs Committee and Provost, Spring Quarter, 2010
Revisions Approved: Academic Affairs Committee and Provost, Winter Quarter, 2011
Revisions Approved: Academic Affairs Committee and Provost, Fall Quarter, 2012
Revision Approved: Academic Affairs Committee and Provost, Spring Quarter, 2013
Revisions Approved: Academic Affairs Committee and Provost, Winter Quarter, 2014
Revisions Approved: Academic Affairs Committee and Provost, Fall Quarter, 2014
Revisions Approved: Academic Affairs Committee and Provost, Spring Quarter, 2016
Revisions Approved: Academic Affairs Committee and Provost, Winter Quarter, 2018