

Date: November 13, 1997
To: Academic Programs Division Committee Members
University Deans
Academic Senate
From: Craig S. Campbell, Chair, Academic Programs *CSC*
Re: Process and forms for programs, 1998.

As new chair of the Academic Programs Committee, I wish to pass along greetings, forms and information. To those on the committee and others who may be new to the process of program changes and approval I have included a few items which may make the process clearer. I have included a flowchart of the process of curriculum and program approval university wide as I understand it, and a detailed description of the Academic Programs approval process as written out by Nancy White, my predecessor. I have made only slight revision to this.

For deans, included is the submission form for Program changes. This year should be a lean year for changes, since GER and changeover to semesters (Q2S) will be occurring within the next couple of years. If any departments have any substantial changes affecting other departments, you are advised to think twice because it will likely all need alteration again later.

Feel free to make paper airplanes out of any of this information which is redundant, naive, or just plain useless.

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OFFICE OF THE PROVOST

Academic Programs Division

Program Approval Process

1. Program proposals are forwarded from the college, with the signatures of the departmental chairperson and college dean affixed, to the chairperson of the Academic Programs Division (APD). Upon receipt, the APD chairperson distributes the program proposals to all APD members for review. Subsequently, an APD meeting is held to discuss program proposals.
2. If the APD determines that insufficient information is contained within the proposal, it shall be returned to the originating department for completion. If the APD determines that the staffing or resources of another department or departments are affected, the APD shall circulate the proposal to those departments for approval, as well as to all deans. Objections must be filed within ten working days.
3. If another department or college has objections, the APD may meet with representatives of those units to attempt to resolve the issue.
4. The APD shall deliberate whether the proposal should be approved on the basis of all information available. The APD may overrule any objections. If the APD approves the program, it is forwarded to the Senate and included in the Senate agenda for information purposes.

YOUNGSTOWN STATE UNIVERSITY

ACADEMIC PROGRAMS DIVISION

PD# _____ Date Rec'd _____

Addition of a new program _____(Complete B and C)

Deletion of an existing program _____(Complete A and C)

Change in existing program _____(Complete A, B, and C)

A. Describe the requirements of the program as it currently exists. (Attach additional sheets if necessary.)

B. Describe the requirements of the proposed program. (Attach additional sheets if necessary.)

C. Using as many additional sheets as necessary, provide a rationale and estimate how this addition/deletion/change of program will impact upon the resources of departments other than the one originating the form (e.g., enrollments, frequency of support-course offerings, staffing, budgets, equipment, duplicate courses, etc.).

Signatures:

Department Chairperson _____ Dean _____

Program Division _____ Senate _____

PROGRAM FLOWCHART

