

January 22, 2002

Academic Program Submissions to the University Committee on Curriculum (UCC)

Background

The relationship, in time, between curricular changes and student enrollment has changed with the advent of annual enrollment and the increasing interconnectivity among the Student Information System, the COURSES system, Degree Navigator, and Academic Programs.

The academic governance path (department-college-University Committee on Curriculum) remains unchanged. Dates for UCC subcommittee and committee meetings are planned to allow as many academic program requests to be effective for the next annual enrollment cycle as possible.

When a college submits a program change or a new program to University Curriculum and Catalog (176 Administration), for review by the University Committee on Curriculum, University Curriculum and Catalog staff prepare the program request for its continued movement through academic governance. In some instances,

- it needs to be sent to other committees for review such as the Teacher Education Council, the University Committee on Academic Policy, or the University Graduate Council.
- an approval or a signoff is needed from other departments or colleges.
- courses related to the program need to be considered at the same time.
- re-writing is necessary for inclusion in *Academic Programs*.

Statewide Academic Program Review

The Michigan Presidents Council of State Universities provides us with an opportunity to review academic programs initiated by other institutions. It requires that we submit new programs for review by other institutions and spin-off and phased-out programs as information. The Office of the Provost will determine which programs must be sent to Statewide Academic Program Review. Programs submitted on MSU program request forms to University Curriculum and Catalog may seem new. But, if they do not fit the Statewide Academic Program Review definitions, it will not be necessary to submit them.

- **New programs** that fit the Statewide Academic Program Review definition must be approved by Statewide Academic Program Review before the initial effective date of offering at MSU.
- These program requests must be submitted to University Curriculum and Catalog by the preceding January 1st for a spring effective date.

Cycle for the submission of ALL program requests to University Curriculum and Catalog

For a spring effective date, colleges must submit program requests to University Curriculum and Catalog, 176 Administration, by **September 1**.

- This will place the request on an October University Committee on Curriculum agenda and the November Academic Council agenda.
- The Academic Council does not meet in December.
- New programs that fit the Statewide Academic Program Review definition must be submitted by the preceding January 1st for a spring effective date.

For a fall effective date and availability for annual enrollment, colleges must submit program requests to University Curriculum and Catalog, 176 Administration, by **January 1st**.

- This will place the request on a February University Committee on Curriculum agenda and the March Academic Council agenda.
- Annual enrollment begins in late March.

Statewide Academic Program Review - Program definitions.

New academic programs involve the introduction of new majors and/or degrees, as well as one or more of the following:

1. a new degree level beyond that which the institution is currently authorized to grant in that particular field of study;
2. additional funding from the state, whether in the form of a special appropriation or a Program Revision Request;
3. new or extensively modified curricula, either of which would require substantial additions to the faculty;
4. the construction of new facilities, the acquisition of major items of equipment, or the enlargement of library resources significantly beyond those considered as usual practice.

Spin-off programs are programs converted from existing programs which:

1. represent new options, recombinations, fields or concentrations within existing academic majors and degree programs;
2. are consistent with the current institutional role and mission;
3. can be accommodated within the continuing funding base of the institution;
4. do not require a new degree level beyond that which the institution is currently authorized to grant in that particular field of study;
5. do not require special funding from the state.

Phase-out programs. Institutions are required to report all major program deletions and phase-outs for informational purposes only.