

ACADEMIC POLICIES SUBCOMMITTEE

✓ **October 26, 2006**

Catalog statement of existing policy:

The University will recognize the course of study approved in the degree program for a period of five calendar years computed from the date the degree program was officially approved by the appropriate college dean. This does not preclude the addition of requirements arising from action of the Commonwealth of Kentucky. Any change in institutional requirements, which will work to the advantage of the student, may be substituted for the requirements in effect when the degree program was initially approved.

The university reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the University. However, students shall be entitled to follow the program requirements used in the course catalog current when they file their undergraduate degree programs.

Catalog statement of proposed policy:

The university reserves the right to make changes as required in course offerings, academic policies and other rules and regulations affecting students to be effective whenever determined by the University.

The student's initial term of entry is identified as the student's "catalog term." Catalog term rights include the following:

- A student shall be entitled to follow general education and major/minor degree requirements contained in the catalog current when first enrolled at WKU as a degree-seeking student. This does not preclude the addition of requirements arising from action of the Commonwealth of Kentucky.
- A student will be allowed seven consecutive years from his/her catalog term to complete degree requirements. The college dean may grant an extension to this deadline.
- A student who sits out and re-enrolls after an absence of seven consecutive years or more will be assigned the catalog term of the readmission term.
- A student's catalog term will be changed to a more recent term if the student, in consultation with the advisor and with approval by the department head, agrees to follow more recent degree requirements.

Academic departments reserve the right to authorize appropriate course substitutions for earlier versions of major/minor requirements in which required courses have been discontinued.

2/22/07 ✓

General Guidelines for Proposals to Create an Equivalent Course

- This form is used to create an equivalent course in another university department/unit excluding the Bowling Green Community College. To create an equivalent course at BGCC, use the Proposal to Create a Community College Equivalent Course form.
- Proposals to create equivalent courses are **consent** items on the UCC agenda.
- Each proposal to create an equivalent course must be accompanied by a completed Course Inventory Form that lists the equivalent courses. Proposals lacking the form will not be considered by the UCC and will be returned to the sponsoring department/unit.
- An equivalent course must have the same number, title, abbreviated title, credit hours, prerequisites or corequisites, and catalog course listing as the existing course.
- If the existing course is to be equivalent with more than one department/unit, all proposed equivalent courses should be included on one proposal form. For multiple equivalency proposals, a rationale must be given for each course deemed equivalent. A separate Course Inventory Form must be submitted for each equivalent course.
- Proposals to create equivalent courses must be approved by the department/unit in which the existing course is listed and each department/unit in which the course in which the course is proposed to be equivalent. If the departments/units are in different colleges, each college curriculum committee must approve the proposal for equivalency. Approval through each different department/unit and college may be sought concurrently.

NOTE: Creating an equivalent course is not the same as cross-listing a course. The cross-listing process occurs when building the schedule of classes for a specific term, and courses are to be taught at the same time by the same instructor (e.g. PSY 412/412G). Equivalent courses may, but are not required, to be cross-listed unless the courses are taught by the same instructor at the same time.

3/27/07 ✓

REPORT FROM THE STEERING SUBCOMMITTEE

Bryan Reaka moved approval of the following Revision of Guidelines/Proposal Forms for New Undergraduate Program Proposals:

UCC GUIDELINES REVISION PROPOSAL

Proposals to Create New Undergraduate Major Program

A. CPE Posting Requirement:

The procedure for creating a new major program differs from other curricular change procedures in that the former is

reviewed by persons/entities outside the Western Kentucky University community in addition to the appropriate departments, colleges, University Curriculum Committee, the University Senate, the Provost and the Board of Regents.

Specifically, information about all proposed new major programs must be posted on the Council for Postsecondary Education (CPE) website and made available for review and comment by faculty and administrators at other institutions in the state. CPE posting is intended to encourage dialog and possible collaborations with other post-secondary institutions in Kentucky in the formative stages of the program development.

Proponents of new undergraduate programs at Western Kentucky University are encouraged to post new program information for CPE review at the earliest possible date. The proponent must accomplish CPE posting by forwarding new program information in the appropriate format via MS Word file to: Dr. Dawn Bolton, Office of Academic Affairs (dawn.bolton@wku.edu). The proponent must be able to document contact with Dr. Dawn Bolton, *or an Academic Affairs designee*, regarding CPE posting PRIOR to submission of the program proposal to the University Curriculum Committee.

B. Other Requirements:

1. The New Major Program form is used to create a new major in associate and baccalaureate degree programs. Proposals to create new minors, concentrations or tracks, certificate programs or other non-degree programs require different proposal templates.
2. Proposals to create new major programs are **ACTION ITEMS** on the UCC agenda.
3. Each proposal to create a new major program must be accompanied by a completed Program Inventory Form. Proposals submitted without this form will not be considered by the UCC and will be returned to the proponent.
4. If the proposed program includes courses offered by another department/unit, the head of that department/unit should be consulted regarding staffing and other resources.
5. The reference number for the new major program will be assigned by the Registrar AFTER the program receives final approval.
6. New students can not be enrolled in the new major program prior to final approval.

C. New Major Program Proposal Form Guidelines:

Identification of proposed program:

Item 1.3: the CIP code for the proposed major program **MUST** be obtained from the Office of the Vice President for Academic Affairs.

Item 1.5: should include any special information about the proposed major program, such as that it is interdisciplinary, will be administered in college dean's office, is intended for a particular population of students, etc.

Item 1.6: should list and describe any major program admission or transfer criteria; standards or procedures that are more specific than institution-wide admission or transfer criteria, standards or procedures; provisions for advanced placement; etc. For proposed majors in baccalaureate degree programs, provide a Two-Plus-Two plan for transferring credits from Kentucky Community and Technical College System (KCTCS) institutions (see www.kctcs.org for more details).

Item 1.7: should be written in complete sentences, include the total number of hours required, distinguish among core, elective, and restricted elective courses, and indicate the suggested sequence of courses. Additional relevant information may be included.

Rationale

Item 2.1: justification for developing the proposed major program should include the following:

·What primary or secondary data from employers or other groups document the need for the program and its graduates (e.g., workforce data at the national, state, and local levels; surveys; focus group reports; reports from relevant professional, scholarly, civic, or government groups; and input from students, alumni, or external advisory boards)?

·What opportunities exist for program graduates?

·What is the importance of scholarship in the program to state and national needs, such as extramural funding programs?

·How does the program address the CPE's key indicators and five questions (see below for details)?

Are more Kentuckians ready for postsecondary education?

Are more students enrolling?

Are more students advancing through the system?

Are we preparing Kentuckians for life and work?

Are Kentucky's communities and economy benefiting?

What societal trends or changes in the academic discipline suggest a need for this proposed program?

How might the proposed program provide service to students in other programs?

Proposal authors should consult the KPPPS website (<http://apps.cpe.ky.gov/kppps/>) for a more detailed description of what is required in a needs analysis.

Item 2.2: should state the basis for the projected enrollment in the proposed major program as well as the projection itself. To meet CPE standards, majors in associate and baccalaureate degree programs must average at least 12 graduates per year over a five-year period.

Item 2.3: should describe how the proposed program is related to other programs in the departments involved. What similarities are there, and how would the proposed program, if approved, be different from existing programs in the departments? It is not sufficient to state that there is not another program like the proposed program.

Item 2.4: should describe steps taken to insure that there is no significant overlap with other university programs. What similarities are there, and how would the proposed program, if approved, provide knowledge and skills not available in programs offered elsewhere in the university?

Item 2.5: should describe similar programs offered at other in-state schools and benchmark schools.

·If the proposed program appears to be unique, why does WKU need it when other institutions do not offer it? For example, is it on the "cutting edge" in the discipline? Will it give an advantage in recruiting students or in preparing students for employment or advanced study?

·What efforts have been undertaken to explore collaboration (e.g., resource sharing, distance learning, student placement) with other programs, institutions, or agencies in the state? For additional information about collaborative agreements, contact the Office of the Vice President for Academic Affairs

Item 2.6: Resources for completing this item include the university's mission and vision statements and/or various strategic planning documents.

Objectives of the proposed program

Item 3 should describe how completion of the proposed program will affect a student's education and potential employment. What set of skills and areas of knowledge will a student who completes this proposed program have? What are measurable outcomes of student learning?

Program description

Item 4.1: should provide a complete description of the curriculum of the proposed program, including the total number of hours required; core, elective and restricted elective courses; required or recommended General Education courses; etc. Course titles and credit hours should be included, as well as an indication of which courses are new.

If **item 4.2** does not apply, write "Not applicable."

Resources

Item 5.1: should describe the qualifications of current faculty members and adjunct faculty, where and how teaching assistants and field supervisors will be used in the program, and the number and qualifications of new faculty needed immediately and in the next five years.

PROPOSAL FORM (Revised 1/07)

Proposal Date:

Enter College Name Here
Department of _____
Proposal to Create a New Undergraduate Major Program
(Action Item)

Contact Person: Name, email, phone

1. Identification of program:

- 1.1 Program title:
- 1.2 Degree:
- 1.3 Classification of Instructional Program Code (CIP):
- 1.4 Required hours in proposed major program:
- 1.5 Special information:
- 1.6 Program admission requirements:
- 1.7 Catalog description:

2. Rationale:

- 2.1 Reason for developing the proposed major program:
- 2.2 Projected enrollment in the proposed major program:
- 2.3 Relationship of the proposed major program to other programs now offered by the department:
- 2.4 Relationship of the proposed major program to other university programs:
- 2.5 Relationship of the proposed major program to similar programs offered elsewhere in Kentucky and in other states (including programs at benchmark institutions):
- 2.6 Relationship of the proposed major program to the university mission and objectives:

3. Objectives of the proposed major program:

4. Program description:

- 4.1 Curriculum:
- 4.2 Accreditation, certification, approval, and/or licensure:
- 4.3 Program delivery:

5. Resources:

- 5.1 Faculty:
- 5.2 Technological and electronic informational resources (e.g., databases, e-journals)
- 5.3 Facilities and equipment:

6. Proposed term for implementation:

7. Dates of prior committee approvals:

_____ Department/Division: _____

_____ Curriculum Committee _____

Contact with Dr. Dawn Bolton, or

Designee of the Office of Academic Affairs,
re: CPE Posting

Professional Education Council
(if applicable)

General Education Committee
(if applicable)

University Curriculum Committee

University Senate

Attachment: Program Inventory Form

A friendly amendment to add the words "or Academic Affairs designee" after Dr. Dawn Bolton in the 3rd paragraph of section A. and in the dates of prior approval.

The motion carried.