

DRAFT

CAMPUS PLAN: PROCEDURE FOR INITIATION OF UNDERGRADUATE REGISTERED ACADEMIC PROGRAMS (Utica Campus of SUNY Polytechnic Institute)

Preamble

The planning process is a coordinated effort that involves representatives of all affected parts of the institution who give a holistic consideration to all institutional goals. Concurrent with the development and implementation of objectives or strategies to achieve mission and goals is the intentional deployment of resources to achieve them, and thus the planning process also aims to promote coordination of resources, prioritization of goals based on resources available, and resolution of resource conflicts or insufficient resources. - Middle States Commission on Higher Education, *Characteristics of Excellence*, 2006, p.5

The faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the educational program. - *Policies of the Board of Trustees*, June 2014, Article X, Section 4.

This policy operationalizes the Middle States *Characteristics of Excellence* by providing a formal process by which holistic consideration is given to the establishment of new academic programs. It seeks to ensure that new endeavors are consistent with the institutional mission; that a need for such program exists; that appropriately qualified students and faculty can be attracted; that sufficient physical and financial resources exist; that the program is sustainable; that there is enduring value in awarded degrees; that the program does not unnecessarily duplicate programs already on the campus or at other SUNY units. Furthermore, this policy is the means by which the faculty fulfill their obligation under Article X, Section 4 of the *Policies of the Board of Trustees* cited above. By adhering to the process described herein, the institution is able to certify to the Chancellor that governance was appropriately involved in the decision to seek new program authority.

Procedure:

Step 1 The Chair, the Dean, the Provost, Enrollment Management Committee, or others express interest in a new academic program.

Step 2 Following procedures for the initiation of undergraduate registered academic programs adopted by the academic unit, the members of the appropriate academic unit conduct a feasibility study which will determine that the proposed program meets the following criteria as stated in the *2013 Guide to Academic Programming* (see <http://system.suny.edu/academic-affairs/app/academic-program-planning/>; if SUNY mandates additional criteria, they are automatically incorporated):

- Reflects shared governance decisions
- Is consistent with the Institute’s mission
- Is aligned with SUNY’s mission, strategic goals, policies and procedures,
- Meets New York State and other external requirements and needs,
- Avoids unnecessary duplication and costs, both within SUNY and within the Institute,
- Benefits from opportunities for coordination and collaboration within SUNY and within the Institute

The feasibility study must include information required for the following sections of the New Program Proposal: Undergraduate Degree Program FORM 2A:

Section 2: Program Information (subsection 2.1 Program Format, and subsection 2.3 Program Description, Purposes and Planning)

Section 4: Faculty

Section 5: Financial Resources and Instructional Facilities

Section 6: Library Resources

Normally, the appropriate academic unit is the department within which the proposed program would be housed. If a new program is interdisciplinary in nature, the appropriate academic unit may be a newly formed cross-departmental or cross-college unit of faculty within relevant disciplines. In the event that the program addresses a new programming area not found within the Institute, those interested faculty may invite other faculty external to the Institute who specialize in the proposed programming area. In this latter event, the composition of the committee must have a majority of faculty members from this campus.

Step 3 Simultaneously, the feasibility study is submitted to the Utica Campus Faculty Assembly Planning and Budgeting committee and the Campus-wide Planning and Budgeting Committee for deliberation and recommendation regarding the fit of the new program with relationship to the above criteria. The committee consults with others as it sees fit in making its determination. Each body votes separately in formulating its recommendation and forwards those recommendations to the FA Executive Committee for deliberation and disposition after a comment period open to all faculty.

Step 4 The Executive Committee forwards the recommendations and the feasibility study to the Provost, the COO, the President and the SUNY Poly Planning and Budgeting Committee if one so exists.

Step 5 Upon its creation, the SUNY Poly Planning and Budgeting committee receives the recommendation.

Step 6 The President informs the Utica Campus COO, the Provost, and the Chair of the FA Planning and Budgeting Committee of his/her decision to proceed with the development of the program; the Provost then informs the Dean and the appropriate academic unit whether to direct the appropriate faculty to proceed with developing a complete Program Proposal.

Step 7 If the decision is made to continue, the faculty within the academic unit write the complete Program Proposal and draft the Program Announcement taking into account concerns raised by the above relevant bodies, should there be any.

Step 8 The Program Proposal and draft of the Program Announcement are forwarded to the Campus-wide Curriculum Committee.

Step 9 The Campus-wide Curriculum Committee makes its recommendation to the Provost who presents his/her recommendation to the COO and President.

Step 10 If the President concurs with a recommendation to proceed, s/he circulates the Program Announcement and, depending on the response, decides whether to submit the proposal to the SUNY system. If there are changes to be made to the proposal, the originating academic unit must be informed and, the proposal changes made and forwarded back to the Provost, COO, and President. If there are significant changes to be made, the faculty sponsors of the program must be informed and the changes should be submitted to both the FA Planning and Budgeting Committee and the FA Curriculum Committee for review and recommendation prior to submitting the complete revised Program Proposal to the SUNY Provost.