

## **Procedure for the Approval of New and Revised A&S Undergraduate Academic Programs; Nov. 2015**

Proposals for new programs or changes in existing programs must be approved first by the Committee on Educational Programs (CEP), then by the A&S Faculty Council, and finally by the A&S faculty at a regularly-scheduled faculty meeting. Proposals should be presented to the CEP as early as possible; **proposals received later than mid-February might not be approved in time for implementation in the next academic year.** (The deadline will be announced well in advance by the Chair of the CEP.)

To help ensure that proposals are reviewed as quickly as possible, the A&S Faculty Council and the Office of the Dean have established the following:

1. Proposals for new academic programs (whether majors or minors) will first be reviewed by Dean Benton. A proposal for a new academic program must include an explanation of the impact of the program on factors such as staffing, space, computing facilities, and the library. Even if a proposed program entails no new costs (including space), it must be submitted for initial review before being sent to CEP. If a proposed new program involves new costs, the proposal must receive budgetary approval before review by the CEP.

If proposed program changes entail new costs, the proposed changes must be discussed with and reviewed by Dean Benton and receive budgetary approval before review by the CEP. It is the policy of the College of Arts & Science to conduct a thorough fiscal review of all proposed new undergraduate and graduate programs in the College prior to approval by the Dean. The purpose of the fiscal review is to ensure that all projected costs are quantitatively understood and that, if not cost neutral for the College, there is a clear plan for funding the program within realistic budget forecast scenarios.

2. **New for 2015:** Once endorsed by the Dean, all proposals for new majors and minors must be submitted to the Office of the Provost for a 10-day comment period in the other nine schools at Vanderbilt. (This called a “Planning Notice of Intent;” see document at end of these guidelines.) Much, if not all, of what is required for the PNOI can be drawn from the proposal prepared for submission to the Committee on Educational Programs.
3. A one to two-page rationale, signed by the Chair of the Department or the Director of the Program, must accompany the proposal, and explain the reasons for a new program or for the specific revisions of an existing program.

The rationale for the proposal must include the tallied vote of the faculty of the department or program – the number favoring, opposing, proxy votes (if applicable), and abstaining – and the date of the vote. Recording a vote as “unanimous” is not adequate; please state the number of voters.

4. Proposals for new academic programs must also include the following: a) the reporting and leadership structure of the program; b) a list of the director, assistant director, and the affiliated faculty members of the program; c) a rationale for the timing of the appointment of the inaugural permanent director or chair of the program; and d) a statement of how and when students will be advised and by whom.
5. Proposals for new academic programs must also include a detailed two-year staffing and curriculum plan for the core and required courses of the major and/or minor. The plan must also be approved by the relevant department chairs and/or program directors of the home departments of the faculty members scheduled to teach the core and required courses of the proposed program.

6. Proposed new international and study abroad programs must have a letter of support from the Director of International Programs (GEO), and the approval of the A&S Study Abroad Committee and the institution-wide Faculty Advisory Committee on International Education (FACIE) before they are submitted to the CEP.
7. Proposals for new academic programs or changes in the requirements of existing academic programs must be in a form ready for publication in the *Catalog*, i.e. Catalog-ready copy. Proposals must also include a copy of the entire current *Catalog* section with the proposed changes clearly marked (i.e., with new wording in red and deleted wording ~~crossed-out~~, using “track changes” in Word). Both *Catalog* files must be sent in Microsoft Word format. Further, make sure that the content of your Catalog-ready copy is current; for example, please make sure that all references to other departments and to courses are correct and that the introductory paragraph in the Catalog entry for your department or program is appropriate. Please do not include a listing of course descriptions.
8. Programs of concentration (majors) and minors may establish distinct tracks of requirements, with or without a common core set of courses. Each track might emphasize a particular aspect of the discipline. The English major, for example, has three tracks—a Literary Studies track, a Creative Writing track, and a Specialized Critical Studies track. All three tracks require majors to complete English 2200, *Foundations of Literary Study*, but otherwise the tracks are distinct. (See the Vanderbilt *Undergraduate Catalog* for details.)

In particular, if a major has an Honors Program that requires more than 6 credit hours of courses beyond those required for the basic major, that Honors Program must be a distinct track. The Mathematics major, for example, has three tracks—a Standard track, an Applied track, and an Honors track. The Honors track requires that students complete at least 6 credit hours more than are required for the Standard track. (See the Vanderbilt *Undergraduate Catalog* for details.)

9. All proposals affecting other departments and programs must have approval from representatives of these entities before review by the CEP. For example, if a proposal for a revised major in department A includes as a requirement a course in department B, the chair of department B must give approval. Copies of email messages are sufficient.
10. If a department or program proposes a substantive change to its academic program or proposes a new academic program that is qualitatively different from any other Vanderbilt academic program, then the proposal may also have to be approved by SACS (the Southern Association of Colleges and Schools), Vanderbilt’s accrediting agency, before it can be implemented. If you have any questions or concerns about this matter, please consult with Senior Associate Dean Karen Campbell.
11. For new academic majors or substantial revisions of current majors, an assessment plan or a revised assessment plan must be submitted separately to Jonathan Bremer. (Assessment plans are mandated by SACS.) The assessment plan must include the learning outcomes for the major and the methods by which the academic program will determine whether graduating majors have achieved these learning outcomes. This step must be completed before the CEP can approve a proposal. Assessment plans are not required for minors, and are not reviewed by the CEP. For more information about this requirement, please consult with Jonathan Bremer.

Assessment methods do not have to be approved by the CEP. For example, if a program plans to require senior majors to take an ungraded comprehensive exam for assessment purposes, then this new procedure would not have to be approved by the CEP or the A&S faculty. Other assessment methods that do not need CEP approval include collecting essays and exams for assessment purposes or conducting exit surveys and interviews.

Please send proposals for consideration by the CEP *electronically* to Racquel Goff, A&S Office of Academic Services, [racquel.goff@vanderbilt.edu](mailto:racquel.goff@vanderbilt.edu). Racquel will log the proposal and send a copy to the Chair of the CEP and other committee members. Please include the name of your department or program in the name of the file that you submit (e.g., 'Dance major revision Nov 2015'); the file should include all elements of the proposal, except the Planning Notice of Intent. Please provide the PNOI as a separate document, using a file name such as 'A&S Dance Planning Notice of Intent Nov 2015.'

**Proposals for new programs (no matter the budgetary impact) and all proposed program changes that require additional resources will be reviewed by Dean Benton prior to being sent to the Office of the Provost and the CEP.**

**Prior to CEP review, Jonathan Bremer, Racquel Goff, and Karen Campbell will review each proposal for technical matters such as:**

- Consistent use of “credit hours,” rather than “hours” or “credits”
- Accuracy of counts of credit hours in the major (or minor) and sub-sections
- Accuracy and completeness of course lists in the major (or minor) and sub-sections
- Clarity, punctuation, formatting, etc.

#### **Checklist for proposals:**

- One to two-page rationale for proposed new academic program or revision of an existing academic program (major/minor).
- Talled and dated vote of faculty in the department or program.
- Entire current *Catalog* section, with insertions, additions, and deletions clearly marked.
- Proposed new *Catalog* section, incorporating all changes. The changes shown in current *Catalog* section must correspond precisely to the proposed new section.
- Planning Notice of Intent form and supporting documents. Once a proposal is approved by Dean Benton, we will send the PNOI to the Office of the Provost. This should be a separate document, clearly marked as “Planning Notice of Intent for proposed new major/minor in XXXX.”

**Please combine the first four items (rationale, vote, marked-up *Catalog* copy, and clean *Catalog* copy) into one file. Please provide the PNOI as a separate document.**

- For proposals for new majors/minors, detailed information about leadership, staffing, resources, etc. (See points 4 and 5.)
- For proposals for new international and study abroad programs, appropriate approvals. (See point 6.)
- For proposals affecting other departments and programs, approvals from department chair(s) and program director(s). (See point 9.)
- For proposals for new majors or revisions of existing majors, a new or revised assessment plan (to Jonathan Bremer; see point 11.)

Note: The PNOI cover sheet and rationale are required only if you are proposing a new major or minor -- not for revisions to existing programs.

**VANDERBILT UNIVERSITY  
PROVOST OFFICE**

**THE PLANNING NOTICE OF INTENT (PNOI) FOR  
NEW DEGREE PROGRAMS, NEW PROGRAM TRACKS IN DEGREES, OR  
CERTIFICATES**

The Planning Notice of Intent (PNOI) is a brief document that articulates in no more than 2-3 pages an academic unit's intent to develop a new degree program, a new track in an existing degree program, or a new certificate program. It should include a cover sheet (attached below) and address the following areas:

**Program Description and Rationale:**

- State the proposed degree, track, or certificate title;
- Provide an overview of the proposed degree, track, or certificate program and its goals;
- Describe the unique aspects that differentiate the program from others within the institution, the region, and nationally;
- Identify the administrative location and the academic staffing needed (e.g. current or new faculty, lecturers, adjuncts);
- Identify if courses offered in other schools/colleges will be part of the proposed required curriculum;
- Describe how the program supports the unique role and mission of the institution, including the institution and school/college strategic plans.

**Demand for the Program:**

- Briefly describe the local, regional and national demand for the program, including the demographics of the potential applicant pool and any available data that demonstrates student and/or employer demand;

**Preliminary Budget:**

- Briefly describe the required resources and funding sources, including an estimate of new funding required for the program or new revenue generation, the need for a financial aid model, etc. A comprehensive presentation of the budget will be required in the full proposal.

The PNOI will be **submitted to the Provost Office** and then will be distributed for a 10-day comment period to deans of all the schools/colleges (or their designee). At the request of any dean, any comments received may also be gathered for discussion at a monthly Council of Academic Deans meeting. The comments will also be made available for the Dean of the proposed school/college offering for the program planner to address as the full program proposal is developed.

After the 10-day comment period for stakeholders, and no call for meeting discussion, the Provost (or Provost designee) and Dean will notify the program planner that development of the full proposal may proceed. The full proposal review process proceeds by mechanisms articulated by the Faculty Senate and/or Graduate School.

**COVER SHEET**

**PLANNING NOTICE OF INTENT (PNOI) FOR  
NEW DEGREE PROGRAMS NEW PROGRAM TRACKS IN DEGREES, or  
NEW CERTIFICATE PROGRAMS**

**Program Information**

Academic Unit Name: \_\_\_\_\_  
\_\_\_\_\_

College/School: \_\_\_\_\_  
\_\_\_\_\_

Proposed Degree, Track or Certificate Title: \_\_\_\_\_

Proposed Degree Option(s): *If applicable* \_\_\_\_\_

Total Credits: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_  
*(Semester and year)*

Projected Enrollment (FTE) in Year One: \_\_\_\_\_ Full Enrollment by Year: \_\_\_\_\_ ; \_\_\_\_\_  
*(#FTE) (Academic Year) (#FTE)*

**Mode of Delivery / Locations**

- Campus Delivery \_\_\_\_\_  
*(enter locations)*
- Off-site \_\_\_\_\_  
*(enter location(s))*
- Distance Learning \_\_\_\_\_  
*(enter formats)*
- Other \_\_\_\_\_  
*(describe if applicable)*

**Scheduling**

- Day Classes
- Other *(describe)*

**Attendance Options**

- Evening Classes
- Weekend Classes
- Full-time
- Part-time

**Contact Information (Academic Department/Dean Representative)**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Endorsement by Dean \_\_\_\_\_

Date \_\_\_\_\_