

Guidelines and Process to Propose Curricular Initiatives

This guidance is for College of Arts and Sciences (CAS) faculty members and is specific to the proposal of new curricular initiatives and for major revisions (affecting > 50% of credit hours) to existing curricular programs that are based out of the CAS.

Brief Overview

This is intended to familiarize you with the CAS process. See subsequent pages for detailed process description.



Detailed Process Description

1. **Program Development Proposal (PDP):** Faculty sponsor contacts CAS Associate Dean Lee Thompson (AD) and Meagan Rodgers, Director of Operations and Strategic Initiatives (DOSI) with idea for new curricular initiative. DOSI works closely with faculty sponsor to develop PDP that is responsive to guidelines. Sponsor also secures departmental approval for the proposal. Concurrently, AD/DOSI discusses initiative with Dean and shares feedback with faculty sponsor. When complete, faculty sponsor emails the PDP to AD and DOSI. (PDP template is included in Appendix A. The PDP will be included in the Full Application (FA).)
2. **CAS Office of the Dean Review:** The AD/DOSI reviews the submitted PDP for responsiveness to guidelines and readiness for committee evaluation and consults with Dean. When complete, the PDP is distributed to the appropriate CAS committees, via committee chairs, for COMMENT (no vote), including: Budget Subcommittee; Committee on Educational Programs (CEP); and Graduate committee (post baccalaureate programs only).
3. **Committee Evaluation:** Each committee is asked to evaluate the PDP and return comments to the DOSI within six weeks of the committee chair's receipt of the PDP. The faculty sponsor is responsible to respond to all committee feedback in the FA. This is the only review by the Budget and Graduate committees.
4. **Preparation of Full Application and Revenue and Expense Negotiations:** The faculty sponsor begins preparing a FA. In circumstances where the proposed curricular initiative requires new investment from the CAS or involves other CWRU schools and administrative offices, the terms of revenue and expense sharing must be determined in advance of a formal application. Based on information provided in the PDP and the comments provided in the review process, the CAS Dean/Dean's Office directly negotiates revenue and expense terms with the faculty sponsor, other Deans, and heads of administrative offices.
5. **Full Application:** Faculty sponsor submits the following materials, in a single PDF to the AD.
 - a. [Program Action Form](#) for Majors/Minors/Program Sequences (including Certificates)
 - b. **Proposal:** The proposal is a final revision of the PDP and should respond to comments received in the Committee Evaluation process, as appropriate, while maintaining page limits (12 single-spaced pages not including appendices).
 - c. **Appendix:** Additional responses to comments received in the Committee Evaluation process and not addressed in the proposal can be included in an appendix to the proposal.
 - d. **CAS Letters of Support:** For all CAS departments offering required and/or elective courses included in the initiative, department chairs must describe their support of the initiative and approve the inclusion of specific courses described in the proposal. Unless specifically stated, this approval is not a commitment to regularly offer said courses. Chairs should also describe the initiative's impact, if any, with respect to allocation of resources and what extent the new initiative reflects a change of departmental priorities and subsequent reallocation of resources. Letters/emails of support can be used in lieu of physical signatures.
 - e. **CWRU Letters of Support:** Deans from other CWRU schools must approve the inclusion of their courses in the initiative and indicate the expected frequency of course offerings. Deans and heads of administrative departments should also describe the terms of revenue and expenses sharing. Letters/emails of support can be used in lieu of physical signatures.
 - f. **CWRU Libraries Resource and Service Assessment Report (LRSAR):** The Library Content and Resource Review Process for New Programs and Degrees begins when the faculty sponsor submits the new program proposal to the appropriate university library. The responsible library will usually complete its review and return it to the faculty sponsor within three weeks. Attach the LRSAR to the full application.
 - g. **CWRU International Affairs Review-** when required (as indicated in the [Program Approval Matrix](#)), DOSI will submit the proposal to Marielena Maggio, Director of International Student Services.
 - h. **CWRU UTech Information Technology Review-** when required (as indicated in the [Program Approval Matrix](#)), DOSI will submit the proposal to Tina Oestreich, Senior Director of Teaching and Learning Technologies.
6. **CAS Office of the Dean Review:** The AD/DOSI reviews the FA for responsiveness to guidelines and committee comments. When complete, the PDP is submitted to the CEP vi Robert Utrup, Executive Aide to the Dean.

7. **CEP Approval:** The CEP is asked to VOTE within six weeks of receipt. (Submit at least 10 business days in advance of meeting.) Faculty sponsors are sometimes asked to join the meeting when the FA is reviewed, in person or by phone/video conference, to respond to potential questions.
8. **Executive Committee Endorsement:** Following approval by the CEP, the FA is added as “New Business” to the Executive Committee agenda. The committee is asked to review and vote within six weeks of receipt. The committee votes on bringing the application to the full CAS faculty for approval. Faculty sponsors are asked to join the meeting when the FA is reviewed, in person or by phone/video conference, to respond to potential questions.
 - If approved, the FA is added to the agenda for the next regular CAS Faculty meeting or a special meeting called for this purpose.
 - If not approved, the Executive Committee Chair offers, via e-mail, a summary of comments to the faculty sponsor, with copy to the CAS Dean, AD, and Executive Aide.
9. **CAS Faculty Approval:** In advance of the CAS Faculty meeting, the FA will be made available to all faculty. Decision shall be made by majority vote of the members in attendance.
 - If approved, the application is forwarded to the Secretary of Faculty Senate to begin the **CWRU Review Process** (see below).
 - If approved in the CWRU process, certain initiatives will then need to complete the **Ohio Department of Higher Education (ODHE) Proposal and Review Process** (see below).

CAS Contact Information

- Lee Thompson, Associate Dean, lat@case.edu
- Robert Utrup, Executive Aide to the Dean, rxu21@case.edu
- Meagan Rodgers, Director of Operations and Strategic Initiatives, mxr598@case.edu

Other Planning Considerations

A. CAS Proposal and Review Process- Timing and Dates

- The time necessary to complete the CAS process depends on the time needed to develop the PDP and FA and agendas and meeting schedules of the committees. (A program may take 1-2 academic years to move from draft PDP to approved new program.) Materials for committee consideration should be submitted at least two weeks in advance of the desired committee meeting to allow for review time by the CAS Office of the Dean and committees.
- **CAS Committees:** meet monthly during the academic year.

B. CWRU Review Process

- The Office of Undergraduate Studies or the School of Graduate Studies and the Office of the Provost will coordinate the university-level reviews.
- The CWRU process depends on the agendas and meeting schedules of the Faculty Senate and involved Faculty Senate committees. FS committees meet monthly during the academic year.
- Resources:
 - [CWRU Academic Approval Matrix](#)
 - [Guidelines to Create a University Certificate and Professional Certification](#)

C. ODHE Proposal and Review Process

- The Office of the Provost will coordinate any required reviews by ODHE. ODHE committees meet monthly or bi-monthly throughout the calendar year.
- Proponents of post-baccalaureate and other graduate curricular initiatives should also consult the
- Resources:
 - [ODHE’s Guidelines and Procedures for Academic Program Review](#)
 - [CCGS Guidelines and Procedures for the Review and Approval of Graduate Degree Programs](#)

Appendix A: Program Development Proposal Template

Page limit: 12 single-spaced pages (not including appendices).

I. Introduction

- a. Proposed title and degree designation and rationale for designation. Proposed effective semester and year.
- b. Definition of the focus of the initiative.
- c. Brief description of its disciplinary purpose and significance.

II. Proposed curriculum

- a. Description of the proposed curriculum.
- b. Outline of requirements and electives, including any anticipated courses.

III. Faculty and department information

- a. List faculty sponsor and department. For group proposal, list other faculty members and their departments.
- b. List any other CAS departments, CWRU schools, or administrative offices involved.
- c. Describe administrative arrangements for the initiative.
- d. How is the proposed initiative important to the CAS and the involved CAS departments?
- e. What is the relationship between the proposed initiative and the involved CAS departments' current programs?
- f. What is the relationship between the proposed initiative and the involved CWRU schools' (non-CAS) current programs (undergraduate and/or graduate)?

IV. Evidence of need for the proposed curricular initiative

- a. Describe similar programs in the region or state addressing this need and potential duplication of programs.
- b. What are the employment opportunities for graduates?
- c. What are the national and international competitive programs and their resources?

V. Projected enrollment

- a. Define expected national and international enrollment targets over a five-year period.
- b. Describe special efforts to enroll and retain underrepresented groups in the given discipline(s).

VI. Resources required

- a. Describe the availability and adequacy of the faculty, staff, facilities, and other resources for the initiative.
- b. Describe the need for additional faculty, staff, facilities, or other resources and the plans to meet this need.

VII. Expense and revenue

- a. Project expenses to launch initiative and description of ongoing expenses and expected revenue
- b. Provide evidence of institutional commitment and capacity to meet these expenses.

VIII. Other expense and revenue questions

- a. Is the initiative designed to be revenue generating? Define the expected revenue beyond the cost of expenses.
- b. Describe the need and justification for tuition waivers or stipends.
- c. Describe expense or revenue sharing with other CWRU schools and/or administrative offices.
- d. Identify likely sources and assess the near- and long-term likelihood of raising funds to support the initiative in such categories as external and internal grants and philanthropy.

IX. Library resources

- a. Describe initial assessment of adequacy of library resources.
- b. State date at which program proposal was submitted to the library for its review.

X. Relationship of proposal to strategic plans

- a. How does the proposed curricular initiative relate to the priorities of the [CAS strategic plan](#)?
- b. How does the proposed curricular initiative relate to the priorities of the [CWRU strategic plan: Think Big](#)?