

## College of Arts and Sciences

### Summary of Case Western Reserve University's and the Ohio Department of Higher Education's Proposal and Review Processes for Graduate Curricular Initiatives

#### CWRU Review Process

The following summary is meant to illustrate the CWRU Faculty Senate (FS) review process and highlight key milestones. This summary should not be considered exhaustive.

- The [CWRU Academic Approval Matrix](#) should be consulted, as the review process is very specific to the type of curricular initiative proposed.
  - The CWRU review process depends on the agendas and meeting schedules of the FS and involved FS committees. *Estimated time to complete: Eight weeks.*
  - **Faculty Senate Committees:** meet monthly during the academic year.
1. CWRU Faculty Senate Secretary forwards CAS application to the appropriate FS committees for review, including the Faculty Senate Committee on Graduate Studies (FSCGS).
  2. Faculty sponsor introduces application at a [FSCGS meeting](#) and presents a brief summary. FSCGS makes a recommendation to the FS Executive Committee if the proposal should be moved to the FS for a vote of approval. FSCGS' recommendation shall be made by majority vote of the members in attendance.
  3. Following a positive recommendation from FSCGS, the [FS Executive Committee](#) may also elect to have the faculty sponsor, department chair, and/or other CAS representative attend an Executive Committee meeting to answer questions about the application before voting. If approved by a vote of the FS Executive Committee, the application is added as "New Business" to the FS' agenda.
  4. Faculty sponsor makes a brief presentation to the [Faculty Senate](#). The proposal will be open to discussion and then a vote. The FS' approval shall be made by majority vote of the members in attendance. If approved by FS, the application is forwarded to the CWRU Board of Trustees for resolution and approval.
  5. If the application is for a new
    - [Track/Sequence](#): Advertising and student recruitment can begin.
    - [Degree or Track with less than 50% in common with parent degree](#): The faculty sponsor must complete **ODHE Proposal and Review Process** for graduate curricular initiatives.

#### ODHE Proposal and Review Process for graduate curricular initiatives

The following summary is meant to illustrate the ODHE process and highlight key milestones. This summary should not be considered exhaustive.

- The [ODHE's Guidelines and Procedures for Academic Program Review](#) should be consulted, as the proposal and review process is very specific to the type of curricular initiative proposed.
- Proponent of post-baccalaureate and other graduate curricular initiatives will work with the ODHE's Chancellor's Committee on Graduate Studies (CCGS). CWRU's Dean of Graduate Studies represents the University on this committee.
- Proponents should also consult the [Guidelines and Procedures for the Review and Approval of Graduate Degree Programs](#). *Estimated time to complete for new graduate degree programs: Six months.*
- **ODHE-CCGS:** meets six times a year, January, March, May, July, September, and November, which are the only opportunities for degree presentations.

1. CAS Office of the Dean, in collaboration with the faculty sponsor, provides the CWRU Dean of Graduate Studies a Program Development Plan (PDP), based on the application, for submission to the ODHE – CCGS.
2. Within six weeks of the receipt of the PDP, each CCGS member will provide, via e-mail, written comments, both from campus expert(s) as well as the CCGS member's own summary evaluation, to all CCGS members with a copy to the ODHE staff. The CWRU Dean of Graduate Studies sends all comments to the faculty sponsor and CAS Dean.
3. The faculty sponsor expands the PDP to a Full Proposal (FP) based on CCGS guidelines. The CWRU Dean of Graduate Studies submits the FP to the ODHE – CCGS. The FP is considered a formal application and should include:
  - Introduction: summary addressing comments raised in CCGS' review of PDP and offering clarifications
  - Any additional information needed to address the review criteria for new programs
  - Appendices (e.g. faculty *vitae*, course descriptions, need surveys, and consultant's reports)
4. Within six weeks of the receipt of the FP, each CCGS member will provide, via e-mail, written comments, both from campus expert(s) as well as the CCGS member's own summary evaluation, to all CCGS members with a copy to the ODHE staff. The CWRU Dean of Graduate Studies sends all comments to the faculty sponsor and CAS Dean.
5. In most review processes, the CCGS will then require:
  - Response Document: summary addressing comments raised in CCGS' review of FP offering clarifications.
  - Formal Presentation: faculty sponsor, CAS Dean, CAS Associate Dean, and/or Department Chair present to CCGS in Columbus.

However, if the CCGS review raises no substantial programmatic questions about or objections to the FP, CWRU may request that the chair of CCGS, with the concurrence of the Regents' staff, conduct a mail ballot to approve the proposal, thereby waiving a formal hearing and presentation. A response document will still be required.
6. ODHE staff writes a summary of CCGS vote and discussion to present to the Chancellor. If approved by CCGS, program advertising and student recruitment can begin as long as communications also note that the program is pending formal approval by ODHE.
7. The ODHE summary is made available for a 14-day public comment period, after which final approval is made. Responsibility for final approval rests with the ODHE Chancellor.