

### **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 to existing curricular programs that are based out of the CAS. A corresponding visual chart is included as Appendix A.

1. **Program Development Proposal (PDP):** Faculty sponsor contacts CAS Assistant Dean for Strategic Initiatives (AD) and Manager, Operations and Strategic Initiatives (MOSI) with idea for new curricular initiative. MOSI works closely with faculty sponsor to develop PDP that is responsive to guidelines. Concurrently, AD discusses initiative with Dean and shares feedback with MOSI and faculty sponsor. When complete, faculty sponsor emails the PDP to AD and MOSI. (PDP guidelines are included in Appendix B. The PDP is one component of a Full Application (FA).)
2. **CAS Office of the Dean Review:** The AD 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 evaluation, including: Budget Subcommittee; College Strategic Planning Steering Committee (CSPSC); Committee on Educational Programs (CEP); and Graduate committee (post baccalaureate programs only).
3. **Committee Evaluation:** Each committee is asked to evaluate the PDP and offer, via email, a summary of committee comments to the AD 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 Full Application. This is the only review by the Budget, CSPSC, and Graduate committees, and a vote of approval is not necessary.
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 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: Components of the PDP/Proposal can be used to complete the Program Action Form's request for a description, outline of requirements, and justification for establishment. Letters of support can be used in lieu of physical signatures.
  - 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
  - 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.
  - e. **CWRU Letters of Support:** Deans from other CWRU schools must approve the inclusion of their courses included in the FA and define the expected frequency of course offerings. Deans and heads of administrative departments should also describe the terms of revenue and expense sharing.
  - 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.

6. **CAS Office of the Dean Review:** The AD reviews the FA for responsiveness to guidelines and committee comments. When complete, the PDP is submitted to the CEP for curricular approval.
7. **CEP Approval:** The CEP is asked to review and vote within six weeks of receipt. (Submit at least 10 business days in advance of meeting.) 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.
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 whether or not to bring the application to the 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 following).
  - 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 following).

#### CAS Contact Information

- Sandra Russ, Interim Dean, [sandra.russ@case.edu](mailto:sandra.russ@case.edu)
- Beth Trecasa, Assistant Dean for Strategic Initiatives, Chief Operations Officer, [beth.trecasa@case.edu](mailto:beth.trecasa@case.edu),
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- Cynthia Stilwell, Executive Aide to the Dean, [cynthia.stilwell@case.edu](mailto:cynthia.stilwell@case.edu)
- Elizabeth Meckes, Executive Committee Chair, 2019-20, [elizabeth.meckes@case.edu](mailto:elizabeth.meckes@case.edu)

#### Other Planning Considerations

##### A. CAS Proposal and Review Process

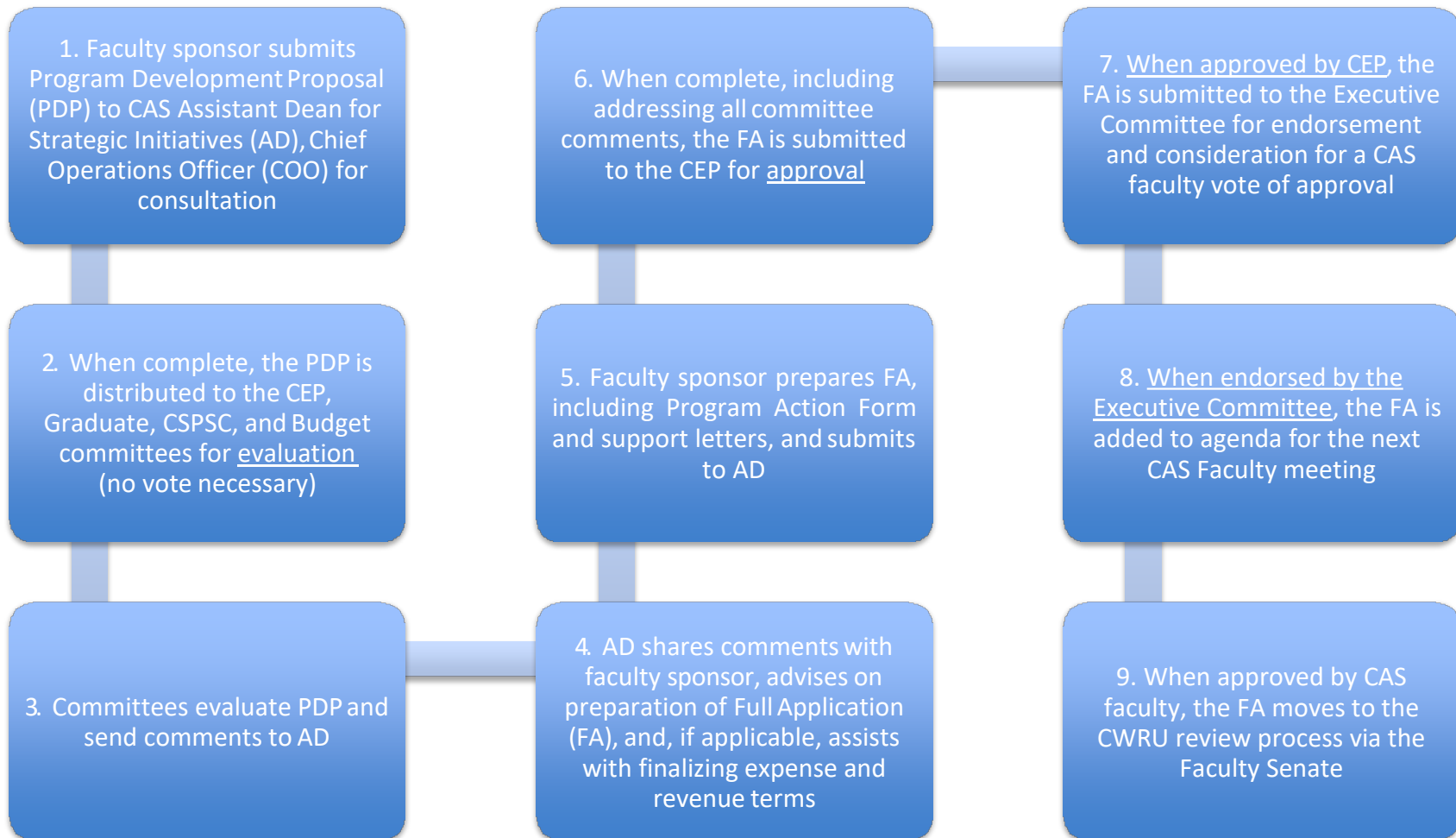
- The time necessary to complete the CAS process depends on the time needed to develop the PDP and FA and agendas and meeting schedules of the committees. Materials for committee consideration should be submitted at least two weeks in advance of the desired committee meeting to allow for review time by the CAS Office of the Dean and committees. In general, a complete PDP submitted by September 1<sup>st</sup> may be able to complete the CAS process by the Spring Faculty meeting or the Fall Faculty meeting for submissions received by January 1<sup>st</sup>.
- **CAS Committees:** meet monthly during the academic year. Membership and meeting dates are available [here](#).

##### B. CWRU Review Process

- The [CWRU Academic Approval Matrix](#) should be consulted, as the review process is very specific to the type of curricular initiative proposed.
- The CWRU process depends on the agendas and meeting schedules of the Faculty Senate and involved Faculty Senate committees.
- **Faculty Senate Committees:** meet monthly during the academic year.

##### C. ODHE Proposal and Review Process

- 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.
- Proponents of post-baccalaureate and other graduate curricular initiatives should also consult the [Guidelines and Procedures for the Review and Approval of Graduate Degree Programs](#).
- **ODHE Committees:** generally meet monthly or bi-monthly throughout the calendar year.



## **Appendix B: Program Development Proposal Guidelines**

The Program Development Proposal is limited to a maximum of 12 single-spaced pages. Responses to sections I-VII are limited to eight pages. Responses to sections VIII-X are limited to four pages.

### **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](#)?