

UAF New Program or Major Program Changes Approval Process: Responsibilities and Best Practices

The UAF new program approval process provides a structured review and approval process for new program proposals. By outlining responsibilities and best practices at each level of review, this document strives to ensure the review process functions effectively and efficiently to best serve UAF students, faculty and staff. This document does not prescribe or mandate practice at any level of review, as decision-making authority for how departments, units, Faculty Senate, and administration conducts their review resides with the leaders conducting the review.

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Department Chair, Unit Peer Committee, and Dean of School or College Unit

- Review the [UAF Faculty Senate Academic Course & Degree Procedures Manual](#).
- Explain how the program meets a need for the university and aligns with UAF's mission.
- Review the [UA Board of Regents R10.04.020. Degree and Certificate Program Approval policy](#).
[REGENTS' POLICY PART X – ACADEMIC POLICY Chapter 10.04 - Academic Programs](#)
Review of program proposals will focus on Alaska's need for the program, effective use of resources, and consistency with institutional mission and program priorities. The nature and extent of program duplication and coordination of delivery among the universities and community colleges will also be evaluated.
- **New degree or certificate program proposals must address the following points:**
 1. degree or certificate title, university or community college unit responsible for program;
 2. catalog descriptions of the program and of new or modified courses that constitute the major field of study;
 3. rationale for the new program and educational objectives, student learning outcomes and plan for assessment;
 4. relevance to the university or community college mission, goals, and objectives;
 5. collaboration with other universities and community colleges;
 6. demand for program (citing workforce studies or similar statistics), relation to state of Alaska long-range development, relation to other programs in the University of Alaska that may depend on or interact with the proposed program;
 7. effects of program on other academic units (e.g. General Education Requirements (GER) course requirements);
 8. availability of appropriate student services for program participants;
 9. opportunities for research and community engagement for admitted graduate and undergraduate students;
 10. outline of schedule for implementation of the program;

11. projection of enrollments (FTE (full-time equivalent) and headcount) and graduates over next five years;
12. availability and quality and/or requirement for new faculty and/or staff to support the program;
13. library, equipment, and similar resource requirement, availability, appropriateness, and quality;
14. new facility or renovated space requirements;
15. projected cost of all required resources, revenue from all sources and a budgetary plan for implementing and sustaining the program, **complete the UAF [Resource Commitment Form](#)**;
16. other special needs or conditions that were considered in the program's development (e.g. delivery mode, special faculty appointments, shared facilities, collaboration with other institutions);
17. consultant reviews, reports from visitations to other institutions, or names and opinions of personnel consulted in preparing the proposal;
18. concurrence of appropriate advisory councils; and
19. **Complete the [UA Board of Regents Program Action Request Form](#)** (check for updates at <https://alaska.edu/research/ac/new-programs/>)

- **Major revisions of program proposals must address the following points:**

This applies to revision of degree or certificate programs that substantially alter the purpose of the program. It does not mean changes, additions, or deletion of a major or minor.

1. degree or certificate title, university or community college unit responsible for program;
2. rationale for revision (change in focus, demand, budget, etc. as determined through program review);
3. justification if the revision results in duplication of a program at another University of Alaska unit, and description of collaboration with other university and community colleges within the University of Alaska;
4. impact the revision will have on other programs within the University of Alaska (enhance, interact, result in deletion, etc.);
5. requirements the revision will have for addition of new faculty and staff, new library, equipment or related resources, or new or altered space;
6. budgetary impacts resulting from the revision;
7. concurrence of appropriate advisory councils; and
8. an executive summary of about one page.
 - a. Prepare a rationale that includes planning, justification and evidence for the need for a change or new program.

- Verify that credit hours add up with total program credits ([UAF's Credit Hour Calculator](#)).
- If new courses are being developed and proposed the courses will need to be moved forward before or with the program in order for review to advance.
- Review documentation for correct grammar, spelling, and formatting.
- Complete a Northwest Commission on Colleges and Universities Prospectus.
 - [NWCCU Prospectus Template](#)
 - [NWCCU Prospectus Instructions](#)
 - [Sample Prospectus](#)
- Respond promptly to questions from any of the program approval levels: (Unit Peer committee, Dean, Curriculum Review committee, Provost's office, Registrar's office)).

<ul style="list-style-type: none">• Submit proposals in CourseLeaf by first Friday in October for Major changes and New Programs to be reviewed by Faculty Senate committees.• Expected review and turnover times for Unit Peer Curriculum Review:<ul style="list-style-type: none">◦ New programs: 3 weeks◦ Changes to programs: 1 week
Faculty Senate Coordinator <ul style="list-style-type: none">• Approves the proposal by verifying that the workflow is accurate.• Confirms that all additional paperwork is completed.• Does not review the content of the proposals.
Faculty Senate Curriculum Review Committee or Graduate Academic & Advisory Committee <ul style="list-style-type: none">• Determine whether the proposal includes other disciplines.<ul style="list-style-type: none">◦ If so, ascertain whether those disciplines have been involved in the development and examine evidence, such as documented email exchanges among units/departments/discipline experts• Assess overall impact of this program<ul style="list-style-type: none">◦ Does the program already exist within the system? If so, ascertain whether the home department/program has communicated with the other program(s) and determine whether the other program(s) is (are) in support of this addition. Again, email documentation is the best form of evidence.◦ Is there evidence that potential impacts are documented and are there plans to mitigate detrimental impacts at any level?• Consult with team members on issues of concern that you are unsure how to address yourself.• Send an email about any changes or clarifications needed, as well as the status of those updates as contact continues between the Curriculum Review Committee (CRC) and the proposal submitter. Include deadlines or dates in which feedback is expected. (cc Chair of CRC)• Send final update on approval/disapproval of proposal after committee votes. (cc Chair of CRC)• All reviews should generally be finalized by Faculty Senate Curriculum Review Committees by March 1st.• Expected review and turnover times for Faculty Senate Curriculum Review:<ul style="list-style-type: none">◦ New programs: 4 weeks◦ Changes to programs: 2 weeks
Provost <ul style="list-style-type: none">• Final review and approval of documents.• Signs approval.
Chancellor
Accreditation and Assessment Coordinator <ul style="list-style-type: none">• Ensures that the Northwest Commission on Colleges and Universities (NWCCU) is included with the approval as needed.
Registrar's Office <ul style="list-style-type: none">• Ensures accuracy of the submission and has “final approval” to verify the proposal received the appropriate approvals.

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