

PURPOSE: TO GUIDE FACULTY MEMBERS THROUGH THE PROCESS OF MAKING CHANGES TO ACADEMIC PROGRAMS

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A. PROCESS FOR CURRICULAR CHANGE

The Brenau faculty initiates academic program development, change, and cancellation. Academic Affairs Committee must approve the undergraduate curriculum, and the Graduate Council must approve the graduate curriculum. The proposal package required for each of these actions is described below in the appropriate section.

B. NEW ACADEMIC PROGRAMS

It is the responsibility of the faculty member to initiate a program proposal package, which includes a New Program Proposal form, Substantive Change Checklist, and Program Feasibility Study, and to work with the appropriate department chair and dean, as well as members of the administration to complete the forms. The forms require that faculty members consult with the academic and administrative officers of the University so that full and accurate information will be presented to faculty committees for a decision. The initiating faculty member is responsible for submitting a complete proposal package to the Academic Affairs Committee or Graduate Council for consideration at least one year prior to the planned offering. This lead-time is intended to allow for proper notification and/or approval from accreditation bodies, as well as marketing and student recruitment efforts.

C. CHANGED ACADEMIC PROGRAMS

The Framework form, which is used in the introductory phase of the new program proposal process, is also used to guide faculty members through the process of making curricular changes to existing degree programs or developing plans to establish a new location or format for a program. The initiating faculty member is responsible for preparing the Framework form with assistance from his or her department chair and school dean, as well as other administrative support personnel. The Substantive Change Checklist, completed in conference with the SACS Liaison, is attached to the Framework for submission. The faculty member is responsible for submitting the completed Framework and Substantive Change Checklist forms as a proposal package to the appropriate faculty committee for approval at least six months prior to implementation.

D. DELETED ACADEMIC PROGRAMS

The Program Cancellation Proposal form is used to guide faculty members through the process of placing a degree program on inactive status, canceling a program, or closing an off-campus site. The proposal package will not include the Substantive Change Checklist, as all program cancellations and site closures are considered substantive changes. The proposal package also does not contain the Program Feasibility Study, though the initiating faculty member will include program enrollment figures for three years, verified by the Sr. Vice President of Enrollment Management and Student Services, on the Program Cancellation Proposal form. The form also includes information regarding accommodations for program students and faculty members and provides direction on notification that Brenau University is required to send to SACS concerning discontinuing programs and the initiation of "teach out" agreements.