

Marian University Academic Policies Committee

Procedures and Timelines

The following guidelines are designed to assist departments in the process of composing and submitting proposals for course or program additions or deletions to the Academic Policies Committee.

Procedure

1. Faculty of a department recognize a need for curriculum improvement and delegate primary responsibility to a professor(s) to develop a draft.
2. The proposal is submitted to the faculty and chair of that department, and/or other department faculty, chairs, and Deans potentially impacted by the proposal for revision suggestions. The signed and completed form indicating faculty notification must be submitted with the proposal.
3. The proposal is forwarded to **academics@marian.edu** for review. The completed proposal is forwarded to the Academic Policies Committee for consideration. Appropriate representative(s) from the department(s) and, in relevant cases, the Dean(s) of the College(s)/School(s), may be invited to present the proposal and respond to the Committee's questions and/or concerns.

Timeline — Proposals are submitted at least a week prior to the next scheduled meeting of the Academic Policies Committee and are considered in the order in which they are received. Only actionable proposals (those containing **ALL** requested parts below) received prior to **June 30th** will be considered for inclusion in the subsequent catalog.

Course Addition Proposal Content — Proposals for course additions must include the following components:

1. A rationale for addition/revision of the course.
2. A description of how the course fits into the department/general education curriculum.
3. A syllabus following the guidelines outlined in the Handbook, Sec. 5.9.3.
4. Course number. (Check with the Registrar's office for approved course numbers.)
5. Date of course introduction and frequency of offering.
6. Enrollment projection, faculty, resources, space and equipment needs.
7. Effective date.

Course or Program Deletions Proposal Content — Proposals for course or program deletions must include the following components:

1. Rationale for course or program deletion.
2. Impact on majors, minors and other programs as well as existing students and teachers.
3. Effective date.

Program Addition Proposal Content — Proposals for new programs (e.g. majors, minors, concentrations) must include the following components:

1. Signature of the Provost required to move forward for formal APC consideration of new programs.
2. Narrative description of the program — a.) catalog description, b.) degree to be earned, c.) program objectives in student learning outcomes, d.) list of existing and new courses with titles, numbers and credit hours, e.) unique characteristics of program and availability at surrounding institutions, f.) available accreditation.
3. Justification of the program — a.) relationship between program goals and University mission, b.) need for program in contemporary society, c.) target market, d.) employment prospects for graduates, e.) possible community partnerships.
4. Effective date.
5. Impact statement — a.) enrollment potential, b.) department staffing, c.) physical resources, d.) assessment of financial impact conducted by Vice President of Finance and Business Operations.

Revision Date: 9/27/2019

APC Proposal Notification Form

Brief description of proposal (new course, deletion of course, new program, change to course description, etc.) Full proposal attached:

Proposal Author, Title, Program/Dept/School:

Provost Signature/Date (Required before formal APC consideration of new programs): _____

Approved by/Reported to Program/Department/School Faculty:

| Approve? | Name | Signature | Date |
|--|-------------|------------------|-------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Reported to Faculty of Impacted Program(s)/Department(s)/School(s)

| Approve? | Name | Signature | Date |
|--|-------------|------------------|-------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Name, Signature, and Date For Each as necessary:

Approved by Department Chair: _____

Approved by College/School Dean: _____

Approved by General Edu. Com. (if necessary): _____

Approved by/Reported to APC: _____

Approved by/Reported to Faculty: _____

Any and all parties who would like to have input on this issue should notify the chair of APC, so that those parties may either attend the APC meeting on this proposal or submit feedback in a non-public format.