

MEMORANDUM

TO: Fort Wayne Senate

FROM: Executive Committee
Fort Wayne Senate

DATE: August 29, 2017

SUBJ: Report on Designated Items; For Information Only

This report contains items designated by the Executive Committee to Senate committees and subcommittees for consideration. In accordance with the Bylaws of the Fort Wayne Senate, when items submitted to the Executive Committee include formal proposals or resolutions, the text of those proposals or resolutions will be included in this report at the following Senate meeting. This report will be updated each time the Executive Committee designates a new item.

1. To EPC – proposals by Associate Vice Chancellor Carol Sternberger to amend the Bylaws of the Fort Wayne Senate with regard to (a) the membership of the Curriculum Review Subcommittee and the Graduate Subcommittee, and (b) the approval process for new graduate programs.

Memo

To: Faculty Executive Committee

From: Carol Sternberger

Date: August 2, 2017

Re: Curriculum Proposal Process Issues and Two Proposed Changes

1. To improve the lines of communication and to assist programs in the selection of CIP codes and related issues, the addition of the Registrar (or designee) as an ex-officio, non-voting member of the Curriculum Subcommittee and the Graduate Subcommittee is recommended. This membership is strongly supported by the Office of the Registrar.
2. The program proposal process for the graduate programs is much more complicated and takes significantly more time than undergraduate program proposals. To potentially eliminate 30-45 days in our process, following the remonstrance period and the review/approval of the Graduate Subcommittee, the graduate proposals move to the Purdue Graduate School prior to the Senate meeting if there is a wait of longer than 2 weeks. This would still allow our Senators to weigh-in when the proposal is being reviewed by the Graduate School. Attached is the procedure for the Purdue Graduate School.

In addition to the process followed for the undergraduate programs, the Purdue Graduate School adds a two-step process. The two-step process involves 1) a pre-proposal, which is submitted to the dean of the Graduate School for approval; and 2) a full proposal.

Pre-proposals are reviewed by a Pre-Proposal Review Committee composed of (a) the chair of the relevant Graduate Council Area Committee, (b) a regular area committee faculty member, and (c) a staff member of the Graduate School. The Graduate Programs Office organizes the review by the Pre-Proposal Review Committee. The committee may seek feedback from corresponding degree granting units at any campus as part of the review.

Upon completion of the pre-proposal review, the area committee chair reports the recommendation of the committee to the dean of the Graduate School to either (a) request a full proposal or (b) return the pre-proposal unapproved. If the pre-proposal is not approved, it may be revised and resubmitted the following academic year.

The full proposal is submitted to the Graduate Programs Office in the Graduate School concurrently conducts an administrative review of the proposal, while the Graduate Council Area Committee conducts an academic review.

The Graduate Programs Office forwards all administrative comments to the appropriate Graduate Council Area Committee for review and recommendation to the Council. The area committee chair may seek feedback from corresponding degree granting units on any campus as well as the proposer.

The area chair will establish time limits on responses from the proposer (typically 30-90 days). Under extenuating circumstances a longer period may be granted by the area chair.

In parallel, non-academic reviews are conducted by the Office of Institutional Research Assessment and Effectiveness (OIRAE), Office of Budget and Fiscal Planning, and, if required, the Associate Vice Provost and Director of Digital Education.

The area chair presents the proposal to the Graduate Council for consideration. The Council may elect to approve, not approve, or table the proposal.

The full proposals also proceed through the Fort Wayne process.