



Indiana University  
Purdue University  
Fort Wayne

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(Revised January 28, 2004)  
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## Consultation about Academic Program Proposals

To ensure broad consultation about academic program proposals, before the Curriculum Review Subcommittee (for undergraduate programs) or the Graduate Subcommittee (for graduate programs) carry out their review and advise the Senate whether to exercise its right of review, two new procedures—one by the subcommittees and one by the Office of the Vice Chancellor for Academic Affairs—will be implemented.

### Operating Procedure

The subcommittees have adopted the following operating procedure:

- Upon receipt of a proposal, the OAA, on behalf of the subcommittees, will distribute the proposal to all deans and division directors and department chairs for comment.
- Subcommittees will discuss the proposal after receiving the comments.

Sample memos to be used for soliciting comments are attached. (Attachments A & B)

Further, the subcommittees recommended to the Vice Chancellor for Academic Affairs that the Office of Academic Affairs institute a procedure to ensure consultation early in the academic program proposal process. The Office of Academic Affairs has accepted the recommendation in principle and hereby provides notice of the procedure to be used.

Specifically, each academic program proposal sent to the subcommittees shall be accompanied by a cover letter, prepared by the sponsoring department, that speaks to the topics that the Bylaws of the Senate (see sections 5.3.3.8.2 and 5.3.3.9.2) require the subcommittees to consider as part of their evaluation. For the Curriculum Review Subcommittee, these include:

1. the rationale for the proposed program;
2. the use of IPFW resources;
3. the relationship among proposed and existing programs; and
4. other effects on IPFW and on IPFW's constituencies. For the graduate Subcommittee, the topics are:
  - a. the rationale for the proposed program;
  - b. the program's effects on IPFW;
  - c. and the program's effects on IPFW's constituencies.

In addition, the cover letter shall include a list of departments/divisions consulted in the proposal development process and explain how the comments and advice received from other departments/divisions have influenced the final version of the proposal.

Sample cover memos are attached. (Attachments C & D)

enc. Attachment A, B, C, D

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Susan B. Hannah  
Vice Chancellor for Academic Affairs

TO: Deans, Division Directors and Department Chairs  
FROM: [Name] (for the Curriculum Review Subcommittee)  
Associate Vice Chancellor for Academic Programs  
DATE:  
SUBJECT: Request for Comments

When the Curriculum Review Subcommittee receives a proposal, the Office of Academic Affairs distributes it, on behalf of the Subcommittee, to all deans and division directors and department chairs for comment.

The purpose of this memo is to solicit your comments on the proposal to [ ], which is enclosed.

The Subcommittee especially invites comments on (1) the rationale for the proposed program; (2) the use of IPFW resources; (3) the relationship among proposed and existing programs; and (4) other effects on IPFW and on IPFW's constituencies.

A comment sheet is enclosed.

For the Curriculum Review Subcommittee to conduct its review in a timely manner, it is essential that you reply to [ ] by [ ].

encs. Proposal to [ ]  
Comment Sheet

Comment Sheet

Proposal: [ ]

Name of Dean, Division Director, or Department Chair: \_\_\_\_\_

1. The rationale for the proposed program
  
  
  
  
  
  
2. The use of IPFW resources
  
  
  
  
  
  
3. The relationship among proposed and existing programs
  
  
  
  
  
  
4. Other effects on IPFW and on IPFW's constituencies
  
  
  
  
  
  
5. Other comments

The \_\_\_\_\_  
Unit Name

- has no objections to the proposal
- endorses the proposal
- has minor objections to the proposal which can be dealt with through revision
- has major objections to the proposal and recommends that the CRS postpone review.

Send comments to [ ] by [ ]

TO: Deans, Division Directors and Department Chairs  
FROM: [Name] (for the Graduate Subcommittee)  
Associate Vice Chancellor for Academic Programs  
DATE:  
SUBJECT: Request for Comments

When the Graduate Subcommittee receives a proposal, the Office of Academic Affairs distributes it, on behalf of the Subcommittee, to all deans and division directors and department chairs for comment.

The purpose of this memo is to solicit your comments on the proposal to [ ], which is enclosed.

The Subcommittee especially invites comments on

1. the rationale for the proposed program;
2. the program's effects on IPFW;
3. and the program's effects on IPFW's constituencies.

A comment sheet is enclosed.

For the Graduate Subcommittee to conduct its review in a timely manner, it is essential that you reply to [ ]  
by [ ].

encs. Proposal to [ ]  
Comment Sheet

Comment Sheet

Proposal: [                                  ]

Name of Dean, Division Director, or Department Chair: \_\_\_\_\_

1. The rationale for the proposed program

2. The program's effects on IPFW

3. The program's effects on IPFW's constituencies.

4. Other comments

The \_\_\_\_\_  
Unit Name

- has no objections to the proposal
- endorses the proposal
- has minor objections to the proposal which can be dealt with through revision
- has major objections to the proposal and recommends that the Grad Subcommittee postpone review.

Send comments to [ ] by [ ].

TO: Curriculum Review Subcommittee  
FROM: [Sponsoring Department]  
DATE:  
SUBJECT: Cover Memo for Proposal for [ ]

The cover memo for proposals to the Curriculum Review Subcommittee in behalf of a new or renamed major, degree, degree option, minor, concentration, certificate program, or similar entity shall address the following topics:

1. The rationale for the proposed program  
This section should speak to the academic objectives of the program and the need/demand for the program.
2. The use of IPFW resources  
This section should speak to new resources required (personnel, facilities, learning support equipment and materials) and how the resources will be obtained.
3. The relationship among proposed and existing programs  
This section should discuss relationships with existing programs within and without the department/division. For example, arrangements for collaborations; impact on enrollments in other programs; availability of space in courses in other departments/divisions.
4. Other effects on IPFW and on IPFW's constituencies  
This section should speak to the potential impact of the program upon various IPFW constituencies and partners, including (but not limited to) the community, alumni, businesses, non-profit organizations, government agencies, educational institutions, etc.
5. Consultation with other departments/divisions in the proposal development process  
This section should enumerate the departments/divisions consulted and outline the manner and occasion(s) of consultation.
6. Results of consultation with other departments/divisions  
This section should summarize the substance of comments and advice received and then explain how the comments and advice have influenced the final version of the proposal.

TO: Graduate Subcommittee  
FROM: [Sponsoring Department]  
DATE:  
SUBJECT: Cover Memo for Proposal for [ ]

The cover memo for proposals to the Graduate Subcommittee in behalf of a new or renamed major, degree, degree option, minor, concentration, certificate program, or similar entity shall address the following topics:

1. The rationale for the proposed program  
This section should speak to the academic objectives of the program and the need/demand for the program.
2. The program's effects on IPFW  
This section should speak to new resources required (personnel, facilities, learning support equipment and materials) and how the resources will be obtained. Additionally, this section should discuss relationships with existing programs within and without the department/division. For example, arrangements for collaborations; impact on enrollments in other programs; availability of space in courses in other departments/divisions.
3. The program's effects on IPFW's constituencies  
This section should speak to the potential impact of the program upon various IPFW constituencies and partners, including (but not limited to) the community, alumni, businesses, non-profit organizations, government agencies, educational institutions, etc.
4. Consultation with other departments/divisions in the proposal development process  
This section should enumerate the departments/divisions consulted and outline the manner and occasion(s) of consultation. It should then summarize the substance of comments and advice received and then explain how the co