

The process associated with consideration of resource-requiring academic programs

This process was endorsed by the Shared Governance Committee on September 4, 2020, by the Board of Trustees on September 25, 2020, and by the Faculty on November 6, 2020.

Step 1: All members of the Gustavus community, including members of the Board of Trustees, are invited to submit a preproposal for a new academic program at the College. Non-faculty proposers will be asked to designate a faculty member sponsor on the pre-proposal document.

Step 2: The Curriculum Committee will be informed of all submissions, but will take no action at this time. In collaboration with the Finance Office, the Provost Office and the new program proposer (or designee) will develop a short and mid-term (up to 5-year) financial outlook for the program.

Step 3: The Provost Office and Faculty Senate will independently consider the financial implications, curricular alignment with long-term academic program goals and mission alignment of all of the submitted programs and develop initial recommendations.

Steps 4 & 5: The Provost Office, Faculty Senate leadership and President discuss the recommendations. If consensus is reached, a recommendation is made regarding each proposed program and will be reported to the Faculty Senate and Board of Trustees.

Possible recommendations include:

- To proceed with planning and curriculum development for submission to the Curriculum Committee
- To not proceed at this time, with recommendations for revision, and invitation to re-submit.
- To not proceed due to misalignment with mission, financial risk, or inconsistency with long-term academic program goals.

If consensus is not reached (between the Provost Office, Faculty Senate leadership and President), the program/s will not be endorsed to move forward with development at this time, will receive recommendations for revision, and will be invited to re-submit a pre-proposal in a future cycle. These decisions will be communicated to the program leads.

Step 5: If a program is recommended with endorsement to proceed with curriculum development and falls into one of the following categories, the program will require additional endorsement by the Board of Trustees via Step 5a.

1. Addition of the program will lead to a change in Carnegie classification of the College
2. The program will require start-up and an annual program budget that totals at least 5% of the overall non-personnel budget in academic affairs (*i.e.*, currently \$200K or higher)
3. Addition of the program will lead to a substantive change application to the Higher Learning Commission
4. Addition of the program requires approval by an external, disciplinary-specific accrediting body

Step 5a and 5b (if needed): The Institutional Mission Group (IMG) of the Board of Trustees will consider the new program idea from the perspective of mission-alignment. The Institutional Resource Group will consider the new program idea in terms of resources/financial commitments. The recommendations of the IMG and IRG will be considered by the Board of Trustees in step 5b. If the Board of Trustees recommends that the institution (i.e., President, Provost, and faculty) take necessary steps to develop, approve, and implement the new program, the process moves to step 6. If the Board of Trustees does not approve/endorse moving forward with the new program, the matter is referred to the Shared Governance Committee (step 5c).

Step 5c (if needed): The Shared Governance Committee, consisting of the President, Provost, Faculty Senate leadership, Board chair, and chair of the Governance group of the Board is convened if the Board does not approve to move forward with the planning for a given academic program due to lack of mission alignment, lack of alignment with long-term academic program goals, possible accreditation concerns or due to concerns about resources/financial commitments. The Shared Governance Committee will discuss the program in more detail and attempt to come to consensus. If consensus is reached regarding how to proceed with the proposed program and the consensus is to move forward with program planning, the program will be reconsidered by the full Board (step 5a). If consensus is reached to not proceed with the proposed program, then the decision (with rationale) will be communicated to the Faculty Senate and the Program leads (step 6). If consensus is not reached at the Shared Governance Committee, the program/s will not be endorsed to move forward with development at this time, will receive recommendations for revision, and will be invited to re-submit a pre-proposal in a future cycle.

Step 6: The decision of the Provost, Senate leadership, and President (from Step 5), the Board of Trustees (if needed, from step 5b), and/or the Shared Governance Committee (from Step 5c) is reported to the Faculty via the Faculty Senate and Program leads via the Provost. Programs that are granted endorsement to proceed with planning and curriculum development will move into step 7.

Step 7: Faculty program leads from endorsed programs will develop the curriculum and courses necessary to implement the proposed program, using the forms/requirements set forth by the Curriculum Committee.

Step 8: The Curriculum Committee will consider the full curricular proposal that is submitted by the faculty program leads, evaluating the program for curricular integrity, rigor, and other appropriate academic merit criteria. If endorsed by the Curriculum Committee, the CC will forward the full curricular proposal to the faculty for consideration (step 9). If not endorsed by the Curriculum Committee, then the CC will recommend revision and/or decline the proposal, sending it back to the faculty program lead for possible further development (step 7).

Step 9: New programs that are approved by the Curriculum Committee will be considered by the faculty as a whole for approval at a faculty meeting. The program will not be implemented until the program receives faculty approval.

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