

UVA Wise New Graduate Program Proposal Guide

The Graduate Studies Committee (GSC) oversees the development and revision of graduate courses and programs, ensuring programs are rigorous, up-to-date, and aligned with the goals and standards of the College. The following guide provides faculty with a framework and format for the development and revisions of graduate courses and/or programs. A goal of the GSC is to expedite proposals to the UVA Wise Faculty Senate while adhering to the proposal framework.

Do not submit proposals to GSC without the necessary documentation and a successful department vote.

1. When is a GSC review is necessary?

- ☐ New or discontinuation of a degree, major, minor, concentration, or course
- ☐ Change of credit hours for degree/minor/concentration or course
- ☐ Change of degree requirements
- ☐ Significant or substantive changes to SCHEV requirements
- ☐ Modification of course $\geq 20\%$ (no review necessary)
- ☐ Course title change (no review necessary)
- ☐ Course or program modality change (no review necessary)

2. What types of proposals does the GSC review?

Degrees, majors, minors, concentrations, courses, discontinuations

3. What do we need to submit for a GSC review?

New Degree or Major

1. ☐ *Program information: Title and description of degree/major
 2. ☐ Justification (why the new degree or major is needed)
 3. ☐ Relationship to UVA Wise mission
 4. ☐ *Measurable Educational Outcomes/student learning objectives for the new degree/major
 5. ☐ *Credit hours required for the degree/major (must be between 30 – 48 credits)
 6. ☐ *New courses needed to deliver the new degree/major at start-up
 7. ☐ *Review of similar institution programs (duplication)
 8. ☐ *US Bureau of Labor Statistics (BLS) employment outlook
 9. ☐ *Estimated resource needs
 10. ☐ Department vote, approved by department chair and library director
- *Will also be used in SCHEV proposal for new programs

New Minor or Concentration

1. ☐ Program description
2. ☐ Justification (why the new minor is needed)
3. ☐ Relationship to UVA Wise mission
4. ☐ Credit hours required for the minor (must be between 15 – 28 credits at the 3000/4000 level)
5. ☐ New courses needed to deliver the new minor at the start-up

6. ___ Estimated cost of implementation
7. ___ Supporting bibliography
8. ___ Department vote, approved by department chair and library director

New Course

1. ___ Course description, number, title, credit hours, prerequisite(s), corequisite(s)
2. ___ Course Justification
3. ___ Required Textbook(s)
4. ___ Impact of Overlap with current course(s)
5. ___ Frequency of offering
6. ___ Estimated cost of implementation
7. ___ Supporting bibliography
8. ___ Syllabus
9. ___ Department vote, approved by department chair and library director

Discontinuation of degree, major, minor, concentration, and/or course

1. ___ Course description, number, title, credit hours, prerequisite(s), corequisite(s)
2. ___ Discontinuation justification
3. ___ Required Textbook(s)
4. ___ Impact of Overlap with current course(s)
5. ___ Frequency of offering
6. ___ Department vote, approved by department chair and library director

Timeline and Development Process

1. New Concept: Degree/Major/Concentration/Course
Program idea, curriculum framework, lead faculty, department
2. Department Planning Team: Develop plan and proposal documents
3. Lead Faculty: Meeting with Provost, Academic Dean, Library, Registrar, Director of Graduate Programs, and Admissions
4. Department Planning Team: Submit proposal to GSC
5. GSC: Upon approval, submission to Faculty Senate and Administration

Definition of Terms

Faculty Name and Email

The proposing lead faculty member's name, department, and email address.

Academic level

Undergraduate or graduate. Undergraduate courses are numbered 100-499. Graduate courses are 500-599. UVA Wise does not use courses numbered 600 and above.

Discipline

This is the three-letter code used to identify subject areas offered at UVA Wise (ENG, MTH, SPA, and so forth).

Department

The home department of the discipline offering the degree/major/concentration/courses.

Course Title

This is the full title for the course that will appear in the UVA Wise Catalog. Do not use abbreviations or & (in place of the word and) in this title.

Abbreviated Course Title

This is a 30-character short title that will appear in the schedule of courses and on the transcript. Abbreviations and & may be used here.

Effective Term

The date when the program/course action takes effect. For all course changes, the effective term is the fall semester of the next academic year (or a subsequent fall semester).

Number of Credits

The current credit hour value for the course. If the proposal seeks to change the course credit hours, be sure to make this change clear.

Catalog Description

The written course description as it will appear in the UVA Wise Catalog. Course descriptions should be succinct; it is recommended that course descriptions be 50 words or less.

Prerequisite

Courses that must be taken before the course in question, or other qualifying conditions necessary before the student may enroll in the course (such as must be a major in a certain field or must have junior/senior standing).

Corequisite

Courses that must be taken simultaneously with the course in question.

Proposed frequency of offering

When and how often courses will be offered? Be sure to use fall, spring, SI, SII, or S)

List faculty who will teach the course

Indicate full-time faculty by full name. If selected adjuncts will also teach the course, indicate that by the word “adjunct.” Do not list adjunct faculty by name (since many adjuncts do not teach continuously from semester to semester).

CIP Code

A new degree proposed must be in a degree field not currently offered and it must have a unique CIP Code. The classification of instructional program (CIP) codes is defined by the U.S. Department of Education. To find a new CIP code, use (<https://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>).

Majority Online Format

If the proposal is seeking to offer a program in which a majority of the credits required could be taken fully online, be sure the modality is clearly stated.

Library Impact

For all new programs, the college Library needs to evaluate the proposal to determine if current Library resources will support the proposed program. Proposals benefit from early consultation with the Director of the Library as the Library's assessment can take up to two to three weeks to summarize, due in part to requesting vendor cost quotes. The library's assessment will provide a review of the quality of the existing library resources for the program, indicate additional library resources and their projected cost necessary to provide a minimum quality program, as well as provide any planning, with dollar amounts, for acquiring these resources within a specified time frame. The Library Director will sign the proposal after the evaluation and support narrative have been written and explained.

Admission Requirements

If the proposed academic program will have additional admissions requirements, these should be clearly stated.

Program Announcement Form

This is a document required by SCHEV before they begin the two-step state approval process for new degree programs. SCHEV's form must be used. Keep this form as a Word document (do not convert it to PDF); SCHEV will only accept the Word document. Complete all sections of the form and attach to the proposal. This form has a box for the actual or anticipated date of Board approval. When this form is submitted for UVA Wise's review, simply leave it blank or insert TBD. When the College Board and the VA Board of Visitors approve the new degree proposal, the approval date will be inserted and the form will be submitted to SCHEV by the Provost.

What happens to the proposal after SCHEV reviews the program announcement?

Once the SCHEV Council reviews a program announcement, any questions, concerns, comments, or requests for additional information that arise will be conveyed to the institution. Those matters are to be addressed when the full proposal is submitted. The Provost, working with the academic unit that proposed the program (and the relevant chair), will guide the preparation of the full degree proposal for SCHEV.