

ACADEMIC PLANNING COMMITTEE GUIDELINES FOR THE SUBMISSION OF PROPOSALS FOR NEW OR MODIFIED ACADEMIC PROGRAMS

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INTRODUCTION

The following information outlines the review and approval process required for the creation of new academic programs or the substantial modification of existing academic programs at the University of Nebraska-Lincoln.

SECTION I. PROCESS PATHS

Prior to developing a proposal for a new program or modification of an existing program, the cognizant Dean(s) should seek advice from the Office of the Senior Vice Chancellor for Academic Affairs or the Vice Chancellor for the Institute of Agriculture and Natural Resources to determine whether the proposal must eventually be presented to the Nebraska Coordinating Commission for Postsecondary Education (CCPE).

If it is determined that the proposal must be presented to the CCPE and does not involve a graduate program, proposers should follow Path A. If the proposal does not require CCPE review and approval and does not involve a graduate program, proposers should follow Path B. If the proposal involves a graduate program, the proposers should follow Path C. Proposed academic unit mergers should follow Path D.

Eighteen copies of all proposals, whether preliminary or final, should be submitted by the approving Vice Chancellor to the Secretary of the APC for distribution to the APC.

Paths A, B, C and D, Part 1

- Develop Preliminary Proposal using the attached CCPE format as a guide.
- Submit Preliminary Proposal through the cognizant Dean(s) to the cognizant Vice Chancellor(s) for review.
- Upon review and tentative approval, the cognizant Vice Chancellor(s) will submit the Preliminary Proposal to the APC for review and comment.
- Proposers discuss preliminary proposal with the APC. (Generally this will be with an APC subcommittee.)
- APC comments to the proposers and Dean(s) on the preliminary proposal.

Path A, Part 2 (For Proposals Requiring CCPE Review)

- Proposers develop final proposal, using the CCPE format.
- Proposers transmit final proposal to the cognizant Vice Chancellor(s).

- Cognizant Vice Chancellor(s) will review and transmit an endorsed final proposal to APC for review and recommendation.
- The APC subcommittee completes its review and reports to the APC. APC discusses final proposal with proposers, then recommends approval or disapproval of the proposal. This decision is transmitted to the Chancellor with copies to the cognizant Vice Chancellor(s), Dean(s) and Proposers.
- If the Chancellor approves, the proposal is submitted to the President of the University. If the Chancellor disapproves, the proposal will be returned to the cognizant Vice Chancellor(s) with reasons for the disapproval. The Vice Chancellor(s) will notify the cognizant Dean(s) and the proposers with a copy to the Chair of APC.
- The proposers have the option of setting the proposal aside or responding to the Chancellor's objections and asking for reconsideration.

Path B, Part 2 (For Proposals That Do Not Require CCPE Review)

- Unless APC indicates support of the preliminary proposal and sees no need for revisions or submission of a final proposal, the process outlined below shall be followed.
- Proposers develop final proposal using the CCPE format.
- Proposers transmit the final proposal through the cognizant Dean(s) to the cognizant Vice Chancellor(s) for review.
- Cognizant Vice Chancellor(s) will review and transmit an endorsed final proposal to APC for review and recommendation.
- The APC subcommittee completes its review and reports to the APC. APC discusses final proposal with proposers, then recommends approval or disapproval of the proposal. This decision is transmitted to the Chancellor with copies to the cognizant Vice Chancellor(s), Dean(s) and Proposers.
- If the Chancellor disapproves, the proposal will be returned to the cognizant Vice Chancellor(s) with reasons for the disapproval. The Vice Chancellor will notify the cognizant Dean(s) and the proposers with a copy to the Chair of APC.
- The proposers have the option of setting the proposal aside or responding to the Chancellor's objections and asking for reconsideration.

Path C, Part 2 (For Graduate Program Proposals)

- All graduate academic program proposals must be submitted, using the CCPE format, to the UNL Dean of Graduate Studies, who ensures that all college governance requirements have been met.
- Following review and concurrence by the cognizant Vice Chancellor(s), the UNL Dean of Graduate Studies submits each proposal to the UNL Graduate Council.
- The UNL Graduate Council (or a designated subcommittee) makes a preliminary evaluation of the proposal and requests clarification from the proposers, if necessary.

- After review of the proposal, the UNL Graduate Council forwards the proposal to APC with its recommendation. At this stage, the UNL Graduate Council should identify any specific questions it wishes the APC to consider.
- Generally the APC consideration will be initiated through an APC subcommittee that will report to the APC. The APC can recommend approval or disapproval of the proposal to the Chancellor or, if appropriate, request resubmission from the proposers. If a revised submission is requested by APC, the authors will be asked to resubmit the revised proposal that responds to APC questions/issues to the UNL Graduate Council for review and action.
- If the proposal is revised, and upon review and approval by the UNL Graduate Council, the revised proposal will be returned with comments to the APC.
- The APC will recommend approval or disapproval to the Chancellor. If the Chancellor approves, the proposal will be sent to the UNL Dean of Graduate Studies for transmittal to the Dean of the University of Nebraska Graduate College.
- If the Chancellor disapproves, the proposal will be returned to the UNL Dean of Graduate Studies with reasons for the disapproval. The UNL Dean of Graduate Studies will notify the cognizant Vice Chancellor(s), the UNL Graduate Council, and the proposers and their Dean(s) of the Chancellor's disapproval, with a copy to the Chair of APC.
- The proposers have the option of setting the proposal aside or responding to the Chancellor's objections and starting through the review and approval process again.

Path D, Part 2 (For Unit Mergers)

- Unit mergers should be treated as an organizational change and follow the CCPE's outline titled "New Organizational Units."
- Any new or modified undergraduate or graduate programs that are included in a proposed merger should be presented as a separate proposal and follow Paths A, B, or C.
- Merger proposals should follow CCPE's outline titled "New Organizational Units," whether or not they require CCPE review and approval.
- Merger proposals should respond to the "APC Guidelines for Providing Information for Unit Mergers," Appendix 2 of this document.
- Responses to the "APC Guidelines for Providing Information for Unit Mergers" need not duplicate what has already been stated in response to the CCPE Guidelines, but should clearly refer to the location of that response.
- Proposers will transmit the final proposal to the cognizant Vice Chancellor(s).
- The cognizant Vice Chancellor(s) will review and transmit an endorsed final proposal to APC for review and recommendation.
- The APC subcommittee completes its review and reports to the APC. APC discusses final proposal with proposers, then recommends approval or disapproval of the proposal. This decision is transmitted to the Chancellor with copies to the cognizant Vice Chancellor(s), Dean(s) and Proposers.

- If the Chancellor approves, the proposal is submitted to the President of the University. If the Chancellor disapproves, the proposal will be returned to the cognizant Vice Chancellor(s) with reasons for the disapproval. The Vice Chancellor(s) will notify the cognizant Dean(s) and the proposers with a copy to the Chair of APC.
- The proposers have the option of setting the proposal aside or responding to the Chancellor's objections and asking for reconsideration.

SECTION II. PRELIMINARY AND FINAL PROPOSALS

- A. The Academic Planning Committee (APC) strongly encourages those who plan new or substantially modified academic programs to submit a preliminary proposal for review at an early stage in the planning process. **New academic programs refer to new majors or new colleges, departments, schools, centers, bureaus, institutes, etc. A substantial modification to an existing instructional program constitutes a new instructional program. (Refer to CCPE definitions in the attached document.)** The Committee should not be presented with major, fully developed proposals at the last minute. If UNL is to have a true planning process, APC recommendations and suggestions should come early. This will permit a university-wide perspective to affect what is finally developed and presented.
- B. A preliminary proposal need not provide the detailed analysis and supporting documentation expected in a final document. It should, however, address at least briefly most of the questions required in the CCPE format.

The Committee understands that necessary preliminary information will vary with the nature of what is proposed. In general, a preliminary proposal to APC should be a part of the process of conceptualizing and developing the proposed program and should precede development of the final proposal.

- C. A final proposal to APC should respond to prior APC comments on the preliminary proposal.

SECTION III. FORM OF PROPOSAL

- A. All proposals following Paths A, B, C or D shall begin with a succinct and specific statement of what is being proposed, in the form of an overview or executive summary. This opening section should describe the structure and operation of the program, and in addition, the programmatic mission, content and underlying conceptual framework. This section should define specific goals of the proposed program or unit.
- B. Final proposals shall follow the most recent CCPE Guidelines for Submitting Proposals for New Instructional Programs and New Organizational Units (attached). Proposals shall clearly identify the principal proposal author(s) and the sponsoring academic unit(s).

SECTION IV. ADDITIONAL QUESTIONS FROM THE APC

- A. Responses to the CCPE questions will structure the format of the proposals. Responses to the following APC questions should be appended to the proposal.

1. What is the appropriate mechanism for review?
 2. Are anticipated facilities modifications or additions in conformance with the UNL Comprehensive Facilities Plan?
 3. What will be the impact on UNL library resources?
- B. Additional material is not required. If provided, it should be attached to the main body of the proposal in an appendix. Such material may include key internal and external letters of support and administrative endorsements, along with copies of significant related correspondence, submittals, supporting data and background material.