

Certificate definition and procedures for approval of certificates in the future

Certificate – A formal award certifying the satisfactory completion of a postsecondary education program oriented toward the mastery of specific professional skills rather than toward mastery of general disciplinary knowledge.

The process for the approval of certificates in the future will follow the same procedures established by CAP for the approval of majors and minors. (See Major-Minor-Certificate-Approval Procedures below).

Procedures for Proposing New Program, Majors or Minors

Basics of the Process

1. Group prepares plan
2. Group meets with the Dean to discuss any resource issues
3. Group solicits appropriate documentation from all involved departments and offices on campus.
4. Group presents plan to the Committee on Academic Planning (CAP)
5. CAP approves structure of plan and passes it on to Curriculum Committee (CC)
6. Curriculum Committee will approve new courses or assignment of existing courses to new program/major/minor/certificate.
7. Proposal will be brought to the College Faculty Meeting for a vote once both CAP and CC approve. To encourage full discussion by the faculty, CAP will bring the motion to approve the major/minor/program/certificate; CC will bring the motion for all other catalogue changes.

The CAP will expect the following things to be addressed in the plan

1. Mission statement/overview of the coherence of the programs
2. Statement/evidence of student interest and need
3. Discussion of the specifics of course offerings:
 - a. Listing of all required and elective courses
 - b. Indication of the total number of courses needed to fulfill requirements
 - c. Is there a specific progression or range of experiences expected?
 - d. What new courses will be developed?
 - e. If extracurricular requirements exist (service, internships, etc.) then descriptions of how those will be administered, monitored, etc.
4. Statement from the Dean of the College indicating that he/she has met with the organizers and discussed matters related to staffing, facilities, or any other financial considerations.

5. Statement from the Dean of the Library that he/she is aware of the new program/major/minor/certificate and that arrangements have been made to ensure library resources meet the needs of the new program.
6. For interdisciplinary minors, the designation of a program director and statements of approval from that faculty member's department chair.
7. For interdisciplinary majors and minors, obtain statements of commitments from departments who will be sharing faculty. How will courses taught in the interdisciplinary program be counted toward tenure and promotion?
8. For interdisciplinary minors, statements of agreement from all departments whose courses will be listed as requirements or electives for the minor.
9. Statement of the impact (positive or negative) the new program may have on existing majors or minors.