# CAP Procedures for Proposing New Majors, Minors, Interdisciplinary Programs, Concentrations, or Certificates (August 2022)

*The Board of Trustees approves new degrees, academic schools or programs, and departments or department name changes, but does not approve new majors, minors, concentrations or certificates. The addition or revision of an academic program of sufficient difference from existing programs in the College may require a "Substantive Change" notification or approval by SACSCOC.*

*SACSCOC Notifications*

- *[A new program with 25-49% new content is a significant departure from the institution's existing programs and requires notification prior to implementation.](#)*
- *[A new program with 50-100% new content is a significant departure from the institution's existing programs and requires SACSCOC approval prior to implementation.](#)*

*CAP reviews and recommends to the faculty for approval the creation of new majors, minors, concentrations, certificates, and interdisciplinary minors or programs as well as changes to their names. Significant changes to an existing major (such as a change from a B.A. to a B.S. or changes to 25% or more of the major's content or requirements) also will need to go through the CAP review process and recommendation to the faculty for approval.*

**Timeline:** The entire process for a new program (major, minor, interdisciplinary, concentration or certificate) approval can take 2 years to complete from initial development to the first cohort of students. Departments and faculty are encouraged to contact the chair of CAP and the Associate Dean of Academic Planning well in advance of the desired implementation date. CAP recommends that all documentation be submitted by April of the year before intended implementation, e.g. a program seeking a Fall 2024 launch would be submitted in April 2023 to complete both CAP and College Curriculum Committee review processes.

**Recommended Timeline:**

| Year 1 | Fall | Department / organizing faculty group develops proposal |
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| | Spring | Proposal sent to Dean's Office, Campus Partners; revisions and documentation gathered<br>—> complete proposal to CAP by April |
| Year 2 | Fall | CAP review —> faculty vote by November<br>Engage CCC Bulletin change process October/November<br>SACS Substantive Change due by January 1, if needed |
| | Spring | January - April: CCC / OUR Bulletin change processes<br>May: new program appears in Bulletin for coming fall |

**Definitions:**
**Program (SACS):** SACSCOC defines an Academic Program as "a coherent course of study leading to a for-credit credential including a degree, diploma, certificate, or other generally recognized credential" (SACSCOC Substantive Change Policy p. 86). The degree carries the name of the Academic Program. Some examples: Bachelor of Science in Physics, Bachelor of Arts in German Studies, Bachelor of Arts in

Environmental Studies, Bachelor of Science in Chemistry with a Concentration in Medicinal Chemistry. (The College currently has 47 Academic Programs, plus 6 additionally offered as both a B.A. and a B.S.). The WF College adheres to the SACSCOC requirement that Bachelor's degrees have a minimum of 120 credit hours.

**Program (WFU):** A Program is centered around the academic curriculum of an interdisciplinary minor and has a budget to allow for programming, initiatives, and activities that enhance its interdisciplinary interests.  A Program has a faculty director and an Advisory Board and can represent itself more easily to other universities and institutions.

**Basic Steps in the New Program Review Process**
1. The Department or interdisciplinary faculty group prepares a proposal for the new major, minor, interdisciplinary minor or program, certificate, or concentration according to the proposal guidelines below.
2. Department/group sends a first draft of the program proposal to and meets with the Dean to discuss the new program, any anticipated resource issues or requests, and Dean's support for the proposal.
3. Campus partners input: the program proposal is presented to Student Financial Services, Financial Aid, Information Services, Institutional Research, the Office of Online Education (if relevant), the University Registrar's and Provost's Offices for feedback on possible impacts that should be addressed in the proposal.
4. Department/group solicits appropriate documentation from departments, programs, or offices on campus involved in program courses, requirements or experiences.
5. Department/group presents the proposal with all supporting documentation to the Committee on Academic Planning (CAP)
6. CAP reviews the proposal and asks for any necessary clarifications or revisions
7. CAP approves the structure of the new program and makes a recommendation to the full College Faculty for a vote.
8. Department/group sends Bulletin Changes and new course requests to the College Curriculum Committee.
9. A new program is brought to the College Faculty Meeting for a vote through both CAP and the CCC. To encourage full discussion by the faculty, CAP will bring the motion to approve the new program itself; CCC will bring the motion for Bulletin changes and all newly created courses for the program.

**The CAP will expect the following areas to be addressed in the proposal:**
For **NEW** Majors, Minors, Programs*, Concentrations, or Certificates,
*Existing Interdisciplinary Minors seeking to change status to a Program, see section below.*
1. Mission statement and overview of the coherence of the program
2. Provide information and data on the following:
    a. Statement/evidence of student interest and need
    b. Existing enrollments that support the new program
    c. Information on peer institution comparisons for similar programs. Describe any ways the WFU program may be distinct or unique.
3. Discussion of the specifics of course offerings:
    a. Listing of all required and elective courses
    b. Indication of the total number of courses and hours needed to fulfill requirements. Provide information about the rotation and frequency of course offerings for completion

of the program. Are required courses and electives currently offered at a frequency sufficient to fulfill requirements in a timely manner or will courses need to be offered at a new frequency or rotation? If the latter, indicate agreement from department(s) and any resources to be dedicated to those course offerings. For Concentrations, also indicate the proportion of total requirements needed to complete the concentration.

    c. Is there a specific progression or range of experiences expected?

    d. What new courses will be developed? *Note: CAP does not approve new courses. All new courses will need to be reviewed by the College Curriculum Committee.*

    e. If extracurricular requirements exist (service, internships, etc.) then descriptions of how those will be administered, monitored, etc.

    f. **For new majors and certificates:** List the Student Learning Outcomes and the plan for assessing student learning achievement. New majors and certificates will require the completion of an Annual Program Evaluation Report (APER).

    g. **For Concentrations:** Will the concentration be reflected in the name of the degree conferred or solely appear on the student transcript? In the case of concentrations reflected in the name of the degree conferred, the concentration proposal must also include a set of Student Learning Outcomes and a plan for annual assessment of student achievement. These concentrations will require the completion of an Annual Program Evaluation Report (APER).

4. Address any obligations the new program may have for accreditation by external regulatory bodies (see SACSCOC policies above) and the plan for meeting them.  The Office of the Dean of the College can facilitate consultation with Institutional Research for this item. A list of current WFU accreditation agencies is available from Institutional Research.

5. Statement from the Dean of the College indicating that he/she has met with the organizers and discussed matters related to staffing, resources, space and facilities requirements, or any other budget and financial considerations for the new program.

6. Campus partner input completion checklist.

7. Statement from the Dean of the Library that he/she is aware of the new program, major, minor, concentration, or certificate and that arrangements have been made to ensure library resources meet the needs of the new program.

8. **For interdisciplinary majors, concentrations, and minors:** Provide a list of at least three faculty willing to serve on an executive committee or as director of the program, and the length of their commitments in these capacities.

9. **For interdisciplinary majors, concentrations, and minors**, the designation of an initial program director and statements of approval from that faculty member's department chair.

10. **For interdisciplinary majors, concentrations, 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?

11. **For interdisciplinary majors, concentrations, and minors**, statements of agreement from all departments whose courses will be listed as requirements or electives for the minor. Those statements should address how the department and the new interdisciplinary program will share enrollment / cross-list courses and, where relevant, how students in the interdisciplinary program will have registration access to courses from that department.

12. Statement of the impact (positive or negative) the new program may have on existing majors or minors.

**For Interdisciplinary Minors seeking to become a Program,**

1. A statement by the group of the mission, rationale, and plans for programming and new initiatives that have driven the desired change in status.
2. A letter of support by the Dean of the College indicating that he/she has met with the group and agreed on financial and resource commitments necessary for the status change.
3. To become a Program, an interdisciplinary minor does not need approval by the Curriculum Committee as the existing Interdisciplinary Minor is already listed in the Bulletin and participates in annual Curriculum Committee review.  Any new courses or new assignment of existing courses to the Program will follow normal Curriculum Committee processes.