

As Approved by GFO Spring, 2002

UWB New Program Planning Policy

1. Informal Preliminary Discussions Before Pre-proposal Development (Any Time):

- Intra-program faculty conversation
- Inter-program faculty conversation
- Faculty-Administration conversation
- Outcome of these conversations: enough interest and specifics to prepare a pre-proposal

What is a Pre-proposal?

- **A pre-proposal reflects a serious intention to pursue a new degree program by a group of faculty. It includes specific information to introduce the program to the UWB community for discussion.**

2. Winter Quarter of Each Odd Year (03)

- Pre-proposal development:
 - May be done for new degrees, options (major or minor), certificates, and educational strategies (distance learning)
 - May occur within or across programs or by an administrative unit in conjunction with external expertise in the case of new unrelated degrees
 - A Pre-proposal includes:
 - One or more possible titles for the degree
 - Need statement for program supported by evidence including:
 - Description of a unique target population
 - Value of program for students and community/society
 - Expected number of students and growth pattern
 - Statement of how the program supports/addresses the UWB mission
 - Location and delivery model of the program
 - Budget implications
 - Source of funding
 - Statement of administrative interest commensurate with faculty interest consistent with UWB mission priorities
 - Faculty and staff increases needed
 - Projected additional equipment/space/material needs
 - Assessment of Academic Support needs

- Impact statement of how proposed program is perceived to impact other programs at Bothell, Seattle and Tacoma and anticipated effects. Discusses both opportunities created and potential risks for other programs
- Description of faculty consultation process used to ensure that all programs at UWB are well served. For example, if Nursing was proposing a Masters in Nursing Education degree, the process should show that appropriate consultation had occurred with the Education Program faculty.

3. Spring Quarter of Each Odd Year (continuing to Fall if needed) (03)

- Pre-proposals submitted to GFO Executive Committee for review using review criteria of: program need, budget impact, program impact, and adequacy of faculty consultation process.
- Pre-proposals approved by GFO EC are sent forward to Academic Council for review and approval.
- The pre-proposals that are approved will be ranked by BOTH GFO EC and AC in terms of probability of funding using two criteria:
 - Resource utilization
 - Consistency with UWB mission
- Academic Council sends proposals ranked by BOTH Academic Council and GFO Executive Committee on to Chancellor.

4. Fall Quarter of Each Odd Year (03)

- Pre-proposal approved by the Chancellor
- UWB Administration begins to incorporate approved pre-proposals in the UWB Biennial HECB Academic Plan

5. January of Even Years (04)

- UWB Administrators and Pre-proposal Authors jointly review Biennial HECB Academic Plan documents before final submission. These documents must include the following information:
- New degree programs planned must include information from the pre-proposal including:
 - Substantive statement of need
 - Year 1 and full enrollment targets
 - Source of funding
 - Implementation date
 - Delivery model mechanism
 - Location
 - Degree title
- Complete information must also be included as appropriate for:
 - Renaming programs
 - New or revised program options
 - Certificate programs
 - Program eliminations

6. **Winter Quarter of Even Years (04)**
- **HECB** response on new degree program proposals:
 - Grant permission to develop a full proposal
 - Return a program for further development and resubmission in a subsequent plan
 - Disapprove a program and cease development
 - Planned programs which are not developed into a full proposal within 3 years of a biennial plan's approval are sunset by the HECB.
7. **Upon HECB Approval of Preliminary Proposal through Fall/Winter of the First Year of New Biennium (04/05-05/06):**
- **Prepare** HECB Full Proposal document which includes:
 - Needs Assessment (Student demand; sustainability; career opportunities for grads; competing programs in the community)
 - Program Definition
 - Financial Plan
 - **Process** Full Proposal with the following constituencies:
 - Periodic updates to Executive Committee of GFO
 - Alert GFO Curriculum Committee that full proposal is coming
 - Periodic updates to Academic Council
 - Periodic updates to UWS Graduate School or University of Washington Curriculum Committee
 - Periodic updates to corresponding UWS School/Department
 - **Approval** of full proposal by following entities:
 - For **Graduate Degrees/Programs:**
 - UWB-Program Faculty Approval
 - UWB-GFO Curriculum Committee Approval
GFO Executive Committee Approval
 - UWS-Graduate School Approval
 - UWB-Academic Council Approval
Chancellor Approval
 - HECB Approval
 - For **Undergraduate Degrees/Programs:**
 - UWB-Program Faculty Approval
 - UWB-GFO Curriculum Committee Approval
GFO Executive Committee Approval
 - UWS-University of Washington Curriculum Committee
 - UWB-Academic Council Approval
Chancellor Approval
 - HECB Approval
8. **Fall of Second Year of Biennium (Even Year)**
- New degree programs and most other new options begin