Chapter 3
Program Proposals

New Program Planning and Approval

If you wish to develop a new major or degree, consult with the Dean's Office.

01 Institution determines the feasibility of its intent to plan a new program. The dean meets with the provost and vice chancellor for preliminary discussion of feasibility. If planning is deemed feasible, then the institution proceeds to step 01A.

A   The Dean compiles a rationale statement and supporting evidence which identifies the program to be added and addresses the following issues (extensive documentation not required) to be discussed with the Provost/Vice Chancellor.

a   Relation to institutional mission, strategic plan, goals and objectives
b   Projected source of resources (reallocation, external funds, request for new dollars)
c   Student need
d   Relation to other programs in UW System and region

B   The Dean meets with the Provost/Vice Chancellor to discuss feasibility of a new major or degree.

02 Consultation with other institutions

A   The Provost/Vice Chancellor notifies the UW System Senior Vice President for Academic Affairs of intention to proceed. Information provided to UW System in the form of a memorandum, prepared by the Provost and the Dean, will include a summary of items from step 01Aa.

a   UWSA (UW System Administration) Office of Academic Affairs circulates intent to plan document to Vice Chancellors of all institutions for comment. Institutions are expected to provide comment in 30 days.
b   Institutions' comments forwarded to UW System Administration, initiating institutions, and the Vice Chancellors of all other institutions.
c   If necessary, UW System Office of Academic Affairs consults with institutions to ascertain how a program fits into system-wide program array and whether revisions need to be made to the proposal.

03 Institution(s)/UWSA Consultation

A   System Office of Academic Affairs and Vice Chancellor for Academic Affairs discuss the intent to plan document.

B   Consultation results in (a) inclusion of program in the Entitlement to Plan list, (b) return of proposal to institution for additional work or (c) rejection of intent to plan.

C   Impasse in agreement between institution and UWSA can be forwarded to the Chancellor and the President for resolution.

D   System Office of Academic Affairs regularly updates Entitlement to Plan list and maintains it on a computer network; file made available upon request.

04 Program Development

A   Before submitting a proposed program to UWSA for authorization by the Board of Regents, the proposal must undergo the process below: the sequence of these steps is left to the institution.

a   Review of the proposal by consultants external to the proposing institution(s).
b   Review of the proposal by appropriate governance bodies. (Complete UW Oshkosh Form C and return to the Provost/Vice Chancellor's office along with the proposal).
c   Review of the proposal by a three-person program review committee consisting of a representative of the program-proposing unit, a representative of the campus VC for Academic Affairs and a representative of the Senior VP from the UW System Office of Academic Affairs.

B   The report of the Program Review Committee, along with an Executive Summary, is submitted jointly to the campus VC for Academic Affairs and the UW System Senior VP for Academic Affairs. If the Program Review Committee recommends against implementation, the VC for Academic Affairs and Senior VP for Academic Affairs consult on the next steps. If the Program Review Committee recommends implementation, the program proposal is prepared for action by the UW System Senior VP for Academic Affairs.

C   If the System Senior VP for Academic Affairs recommends approval, the program is submitted to the Board of Regents with appropriate supporting documentation.

D   The Board of Regents acts on authorization to implement the program.

05 Implementation is left to the campus(es). At the time of implementation, the campus notifies the Senior VP for Academic Affairs.

06 Joint Program Review

A   The program review committee (step 4Ac) will serve as part of a Joint Program Review Committee to administer the first joint program review approximately five years after initiation of a new program. If the original members of this committee are unavailable, replacements will be named by the respective appointing officers.

B   The Joint Review Committee will make recommendations to the VC for Academic Affairs including the possibility of program elimination, transformation, continuation, etc.

C   The VC for Academic Affairs consults with System Office of Academic Affairs prior to accepting the recommendations of the Joint Review Committee.

D   System Senior VP for Academic Affairs acts on the program.

07 Programs reviewed for the first time will be reported along with other program reviews.