

## Curriculum Change Guide for Deleting an Academic Program

This guide applies to curriculum changes that delete academic programs, including graduate and undergraduate programs. These include degrees, majors, minors, concentrations, and certificate programs. Note: We often use the words “tracks,” “options,” “focus areas,” and others to refer to concentrations. Regardless of the label employed, such choices are treated as concentrations for the purpose of review at WMU and by the Presidents Council of State Universities of Michigan.

Proposals to delete academic programs (except for minors and concentrations) require approval through the Presidents Council of State Universities of Michigan, based on that organization’s bylaws.

These proposals can be started at a fall semester only.

- 1. Obtain faculty approval in the department that will offer the program.** Departments vary in how this approval is obtained, according to their policy statements. If the deleted program is interdisciplinary, approval must be obtained in each participating department.
- 2. Prepare a formal curriculum change form.** In most departments, this is done through consultation with the department chair and the faculty members who initiated the proposal. For the proposal to be complete, all sections must be filled in. Deletions may require new catalog copy for the remaining programs in a department. If so, the old and new catalog copy should be included. If there are course deletions to be made at the same time, those proposals should accompany the program deletion proposal through the approval process. Separate course proposals will be required.
- 3. The department chair signs the proposal and forwards to the college curriculum committee.** In some colleges, this is managed through the dean’s office. In others, the chair should send the proposal directly to the college curriculum committee chair. Before doing so, the chair should determine that the proposal is complete. The chair may consult with college advising offices, in particular, to complete the section related to transfer articulation. Chairs and faculty are encouraged to consult with the curriculum manager and with the appropriate deans, including the graduate dean if it is a graduate program. Deans should advise the provost on program deletions being considered.
- 4. The college curriculum committee chair schedules the proposal for review by the college curriculum committee.** That committee is composed of faculty representatives from the departments, according to the policies of the college. Before an undergraduate proposal is reviewed by a college curriculum committee, the proposal section on transfer articulation should be completed.
- 5. The college curriculum committee chair sends approved proposals to the dean.**

6. **The dean should notify the Dean of University Libraries so that changes in library acquisitions can be considered, if appropriate.**
7. **The dean should obtain the approval of the graduate dean for graduate proposals, including the graduate dean's signature on the proposal form.**
8. **If the dean approves the proposal, the dean will send four copies of the proposal to the curriculum manager.**
9. **The curriculum manager will review the proposal for completeness and will forward the proposal to the Graduate Studies Council or the Undergraduate Studies council, as appropriate.**
10. **If the new academic program is to be part of a teacher education program:** It may be necessary for the proposal to be reviewed by the curriculum committee of the Professional Educator's Board. In that instance the curriculum manager will send the proposal to the College of Education for that review. Exception: A proposal originating in the College of Education and which will be part of a teacher education proposal, will be reviewed by the curriculum committee of the Professional Educators Board *before* it is sent to the curriculum manager.
11. **The curriculum manager prepares documents for approval by the provost, president, Board of Trustees, and the Academic Officers Committee of the Presidents Council of State Universities of Michigan.** The program deletion cannot be effective until all of those approvals are obtained. Proposals to delete concentrations and minors are final upon approval by the Board of Trustees. All other program deletions must be approved by the Presidents Council. Approval by the state must occur by April for a program to be deleted in the fall. A program deletion cannot be reflected in on-line and paper admissions applications until it has this approval. The curriculum manager will work with the department and the dean on any additional documentation required for state approval.

#### **How to Complete the Curriculum Change Form, Page 1:**

1. The proposed effective semester must be a fall term. Approval should meet the time deadlines indicated in section 16 of the general principles document, which specifies that all approvals (including the state approval) must be obtained no later than April of the preceding academic year. Generally, this means that college-level approval must be complete no later than the end of the fall semester. Recruiting materials used by the admissions office require more advance notice, since those materials are created in March for the following academic year's recruiting cycle.
2. Check the box titled "Deletion."
3. Enter the title of the degree, curriculum, major, minor, concentration, or certificate.

4. Skip the sections of the report that have to do with course changes.
5. The chair must sign the form before sending to the college curriculum committee. The chair should check to see that all parts of the proposal are complete, including page 2.

### **How to complete the curriculum change form, page 2:**

The narrative section of the curriculum proposal must also be completed. Here are some guidelines:

1. **Explain briefly and clearly the proposed improvement.** “This proposal eliminates the telecommunications concentration in the Master of Arts in Communication.” Quite often, deletion of a program requires revising the catalog copy for the department. If so, both old and new catalog copy should be attached. Be sure to use the most recent catalog copy from the on-line catalogs at <http://catalog.wmich.edu>.
2. **Rationale. Give your reason(s) for the proposed improvement.** The rationale needs to be understandable by someone outside your discipline. This may be contained in an attached proposal document. If so, indicate that here.
3. **Effect on other colleges, departments, or programs. If consultation with others is required, attach evidence of consultation and support. If objections have been raised, document the resolution. Demonstrate that the program you propose is not a duplication of an existing one.** This section should consider the effects on others at WMU. Be sure to consider any instances in which a program in one department is frequently paired with a program in another department (Biology majors often complete a chemistry minor, for example.) Deans are required to deal with support issues within a college and letters indicating that support do not have to be forwarded to the curriculum manager. If inter-college support is required, those letters must be attached and must be signed by the dean (or the dean’s designee) when the proposal is sent to the catalog manager. If the inter-college levels of support are not included, the curriculum manager will return the proposal to the dean’s office.
4. **Effect on your department’s programs. Show how the proposed change fits with other departmental offerings.** As with the other sections, this should be brief, but it should be explained.
5. **Effects on enrolled students.** Indicate how students enrolled under current catalogs will be able to complete the program. Note: Students transferring from Michigan community colleges may graduate under catalogs in place while they were enrolled at the community college. Consult the admissions office or the transfer office for more detail.
6. **Student or external market demand.** Provide enrollment information at fall census. This may be obtained at [www.wmich.edu/ir](http://www.wmich.edu/ir).

7. **Effects on resources.** Indicate any resource issues that affected the deletion and any resource issues created by the deletion.
8. **General Education criteria.** This section does not generally apply to program deletions.
9. **List the learning outcomes for the proposed major, minor or concentration. These are the outcomes that the department will use for future assessments of the course.** This section may be left blank.
10. **Describe how this curriculum change is in response to assessment outcomes that are part of departmental or college assessment/accreditation review.** It is expected that most curriculum changes are related to departmental or college assessments. You should describe how assessment/accreditation led to this change or indicate that it is not related. If this proposal was not prompted by assessment, then this section should state that.
11. **Describe, in detail, how this curriculum change affects transfer articulation from Michigan community colleges.** This step will take a lot of time, but will save time later on. In consultation with advisors, your department chair, or your college advising office, identify how students at Michigan community colleges will be affected by the program deletion. The offerings of all Michigan community colleges should be reviewed for this purpose.