Academic Policy and Procedures for Establishing New Programs and Departments

Definitions:

Discipline: A ***focused*** area of study or branch of learning (e.g., History, English, Word Processing, Physics, Nutrition, Graphic Design). Each discipline consists of all the courses in the Master Course File that make up the field of study. This is the baseline level of instruction and is often linked to the Taxonomy of Programs (TOP code) government list.

Program: An organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education. (CCR T.5 55000) This definition comes from the Curriculum Standards Handbook.

Department: An organizational entity comprised of disciplines and programs with at least one or projected full time faculty member.

Creating a Discipline or Program at Mission College:

1. The new discipline/program must satisfy an objectively proven need. The need must be documented. The following list cover s most of the major areas.

_ an advisory committee recommendation;
_ employment and job market analysis;
_ industry demand and support;
_ transfer major to a university;
_ emerging or new university program;
_ community need or other objective indicator;
_ improvement of student access to educational opportunity;
_ support for the strategic direction of the college;

2. The new discipline/program must support the college's stated goals and strategic plan.

3. Disciplines/Programs will begin as temporary (after experimental courses are proven) for a period of up to 4 semesters. Upon review they must show a positive impact in areas such as WSCH generation and other outcome measures in order to attain continuing status. Departments can be formed after the viability of the disciplines and related academic programs are verified.

4. FTEf for creating a discipline/program will come from a floating pool of FTEf determined by the Performance Goals Committee. It is recommended in allocating FTEf that, when possible, the Performance Goals Committee gives careful consideration to new disciplines/programs over additional sections of existing courses.

□

New Disciplines, Programs Department - Adopted by MCAS 03/11/99

To create a discipline/program a faculty member presents a proposal that addresses all pertinent issues and then presents the proposal for support to the following groups:

I. A Faculty member or group brings the proposal addressing objectively documented need to the current department (if applicable) and Division for first review and written comments;

II. Approval of current department (if applicable);

III. Approval of Division

IV. Division Chair takes the proposal to the Division Chair Council and Executive Administrative Council for review;

V. The Proposer makes sure that curriculum is in the correct format and presented to Curriculum Committee for first reading. (This step can be done anywhere in the process prior to probationary approval);

VI. Approval of curriculum by Curriculum Review Committee;

VII. Periodic review by Performance Goals during the four semester probation period to determine viability of the discipline or program;

It is assumed that in each step, there is the possibility that the discipline or program will not be approved and discontinued before the probationary period expires.

Creating a Department at Mission College

1. The new department must satisfy an objectively proven need. The need must be documented with data as well as any qualitative narrative supplied by the petitioner(s). The following are examples. Other determinants may apply.

_ an advisory committee recommendation;
_ employment and job market analysis;
_ industry demand and support;
_ transfer major to a university;
_ emerging or new university department;
_ community need or other objective indicator;
_ improvement of student access to educational opportunity;
_ support for the strategic direction of the college;

2. The new department must support the college's stated goals and strategic plan.

3. (NOTE: Disciplines/Programs begin as temporary for a period of up to 4 semesters and, upon review, demonstrate that a positive impact in areas such as WSCH generation and other outcome measures are verified.) Departments will be formed after the quantitative and qualitative measure of the

□

disciplines and related academic programs are demonstrated and will not be temporary, except as noted in the section, Program Maintenance, below.

To create a department a faculty member presents a proposal that addresses all pertinent issues and present s the proposal for support to the following groups:

I. A Faculty member or group brings the proposal addressing objectively documented need to the current Division for first review;

II. Division Chair takes the proposal to the Division Chair Council and Executive Administrative Council for review;

III. Faculty member or group brings the proposal addressing objectively documented need to Academic Senate for first reading; data must be provided. The Senate will distribute the proposal via minutes to all faculty.

IV. The proposer(s) take the proposal to the Senate and request second reading and approval;

V. Final Approval by Academic Senate upon receiving verification from the Division Chair Council and Executive Administrative Council that the proposed department can meet the needs and is fits the strategic direction of the college.

VI. The Division Chair(s) and faculty member(s) who seek to house the newly approved department make a presentation to the Academic Senate with the rationale for adding the new department. The Senate approves or modifies the request.

Maintaining a Department/Program:

1. All existing departments will review themselves in their periodic Program Review cycle and more often if necessary.

2. Within the Program Review, the department would review their component disciplines and programs for health and vigor based on criteria set by their department and college goals and strategic plans.

3. Based on the review of the department, recommendations by department faculty, the Division Chair Council and Executive Administrative Council can be made to the Academic Senate for alterations, additions or elimination of the discipline, program or department..

Procedures for the elimination of disciplines, programs or departments is in a separate document.

Adopted MCAS 03/11/99

□