

Policy Council
Statement of Practice: Academic Program Approval Process

The School of Education Faculty Policy Council is central to the long history of faculty governance over academic policies within the school. The programs, policies and procedures approved by Policy Council are the result of the hard work of current and previous faculty members through participation in departmental and cross-departmental program meetings, where new programs and program changes are developed; in policy council committees, where policy issues are first addressed and policies defined; and through participation in Policy Council, where new programs and policies, as well as subsequent changes are approved.

Faculty governance is strongest when practices are transparent and consistent. As a result, we support the following statement of practice regarding the approval of new programs and changes to existing programs.

1. New programs and program changes* are developed at the department or cross-departmental program level and submitted to the Policy Council Agenda Committee in the form of a packet that includes:
 - a. The rationale for the new program or program change
 - b. The final program description in final form with the language that will be used in the Bulletin (program changes will be submitted as track changes)
 - c. The faculty vote at the department or cross-departmental program level and minutes of meeting, if applicable
 - d. Minutes from Graduate Studies Committee, Committee on Teacher Education, or Undergraduate Studies Committee (whichever applies) where the program was discussed and approved
 - e. Name of contact person for presenting program to Policy Council
2. Agenda committee reviews complete program packets and makes a recommendation for inclusion on Policy Council agenda. An agenda committee representative or designee communicates the decision to the designated program contact person.
3. Policy Council reviews the program packet, asks questions of the program contact person as necessary, engages in discussion and makes a decision regarding approval of the program.
4. Policy Council administrator sends the program packet on to the next stage of the approval process.

*any change in a program, such as a course change, change in program credits, or conversion to an online/residential program, etc., constitutes a program change