College of Arts and Sciences
Process to Propose Curricular Initiatives and Other Planning Considerations

This guidance is for College of Arts and Sciences (CAS) faculty members and is specific to the proposal of new curricular initiatives and for major revisions to existing curricular programs that are based out of the CAS. An individual faculty member (faculty sponsor) or a group of faculty members may propose a curricular initiative. For group proposals, one faculty member must be designated as “faculty sponsor” and serve as the main point of contact in the following process.

CAS Proposal and Review Process

1. **Initial Inquiry and Consultation:** Following preliminary discussions, the faculty sponsor notifies, via email, the CAS Dean, Assistant Dean for Strategic Initiatives (Assistant Dean), and Executive Aide to the Dean (Executive Aide), with copy to the faculty sponsor’s department chair, of intent to propose a curricular initiative.
   - If the proposed initiative is considered to be a **minor revision** to an existing program, the faculty sponsor will be advised on the appropriate next step.
   - If the proposed initiative is considered “new” or a “major revision,” the CAS Assistant Dean contacts the faculty sponsor to review the steps in the process. For interdisciplinary proposals, the Assistant Dean also facilitates discussions between CAS departments. As appropriate, the CAS Dean notifies the Provost and Deans for Undergraduate Studies and Graduate Studies.

2. **Preliminary Proposal:** Faculty sponsor submits a preliminary proposal describing the curricular initiative, via email to: CAS Dean, Assistant Dean, Executive Aide, and Executive Committee Chair. This is the only document requested at this stage of review. Proposals are limited to a maximum of 12 single-spaced pages and should be clearly marked as “preliminary” or “draft.” Responses to sections I-VII are limited to eight pages. Responses to sections VIII-X are limited to four pages.

   **I. Introduction**
   a. Proposed title and degree designation, if applicable. Rationale for designation.
   b. Proposed effective semester and year.
   c. Definition of the focus of the initiative.
   d. Brief description of its disciplinary purpose and significance.

   **II. Proposed curriculum**
   a. Description of the proposed curriculum.
   b. Outline of requirements and electives, including any anticipated courses.

   **III. Faculty and department information**
   a. List faculty sponsor and department. If this is a group proposal, list other faculty members and their departments.
   b. List any other CAS departments, CWRU schools, or administrative offices involved.
   c. Describe administrative arrangements for the initiative.
   d. How is the proposed initiative important to the CAS and the involved CAS departments?
   e. What is the relationship between the proposed initiative and the involved CAS departments’ current programs (undergraduate and/or graduate)?
   f. What is the relationship between the proposed initiative and the involved CWRU schools’ (non-CAS) current programs (undergraduate and/or graduate)?
IV. Evidence of need for the proposed curricular initiative
   a. Are there similar programs in the state addressing this need and potential duplication of programs in the region and state?
   b. What are the employment opportunities for graduates?
   c. What are the national and international competitive programs and their resources?

V. Projected enrollment
   a. Define expected national and international enrollment targets over a five-year period.
   b. Describe special efforts to enroll and retain underrepresented groups in the given discipline(s).

VI. Resources required
   a. Describe the availability and adequacy of the faculty, staff, facilities, and other resources for the proposed curricular initiative.
   b. Describe the need for additional faculty, staff, facilities, or other resources and the plans to meet this need.

VII. Expense and revenue
   a. Project expenses to launch initiative and description of ongoing expenses and expected revenue, preferably in table format.
   b. Provide evidence of institutional commitment and capacity to meet these expenses.

VIII. Other expense and revenue questions
   a. Is the curricular initiative designed to be revenue generating? If so, define the expected revenue beyond the cost of expenses, preferably in table format.
   b. Describe the need and justification for tuition waivers or stipends.
   c. Describe terms of expense or revenue sharing with other CWRU schools and/or administrative offices.
   d. Identify likely sources and assess the near- and long-term likelihood of raising funds to support the initiative in such categories as external and internal grants and philanthropy.

IX. Library resources
   a. Summarize consultation with the appropriate library staff on the availability of library resources required to support this program and whether these are currently available.

X. Relationship of proposal to strategic plans
   a. How does the proposed curricular initiative relate to the priorities of the CAS strategic plan?
   b. How does the proposed curricular initiative relate to the priorities of the CWRU strategic plan?

3. Preliminary Proposal Review:
   • CAS: The CAS Executive Aide sends the preliminary proposal to the appropriate CAS committees, via committee chairs, for review, including: Budget Committee; College Strategic Planning Steering Committee; Committee on Educational Programs; and Graduate Committee. Each committee is asked to review and offer, via email, a summary of committee comments to the faculty sponsor, with copy to CAS Dean, Assistant Dean, Executive Aide, and Executive Committee Chair, within six weeks of the committee’s chair’s receipt of the preliminary proposal. Committee chairs should notify CAS Dean if a review requires more than six weeks.
   • CWRU: The preliminary proposal is concurrently forwarded to the Dean of Undergraduate Studies or Dean of Graduate Studies, as appropriate. Deans are asked to review and offer comments to the faculty sponsor, via email, with copy to CAS Dean and Assistant Dean.
4. **Revenue and Expense Negotiations:** In circumstances where the proposed curricular initiative involves other CWRU schools and administrative offices, the terms of revenue and expense sharing must be determined in advance of a formal application. Based on information provided in the preliminary proposal and the comments provided in the review process, the CAS Dean directly negotiates revenue and expense terms with the Deans of other CWRU schools and heads of administrative offices.

5. **Formal Application:** Faculty sponsor submits the following materials (application), in a single-PDF to: CAS Dean, Assistant Dean, Executive Aide, and Executive Committee Chair.
   a. **Program Action Form** for Majors/Minors/Program Sequences: Components of the proposal can be used to complete the Program Action Form’s request for a description, outline of requirements, and justification for establishment. CAS and CWRU letters of support can be used in lieu of physical signatures on the Program Action Form.
   b. **Proposal:** This revised proposal should respond to comments received in the preliminary review process, as appropriate, while maintaining page limits.
   c. **Proposal Appendix:** Additional responses to comments received in the preliminary review process and not addressed in the revised proposal can be included in a proposal appendix.
   d. **CAS Letters of Support:** CAS Department Chairs must describe their support of the initiative and approve the inclusion of specific department courses described in the proposal. Unless specifically stated, this approval is not a commitment to regularly offer said courses. Chairs should also describe the initiative’s impact, if any, with respect to allocation of resources and what extent the new initiative reflects a change of departmental priorities and subsequent reallocation of resources.
   e. **CWRU Letters of Support:** Deans from other CWRU schools must approve the inclusion of their courses included in the application and define the expected frequency of course offerings. Deans and heads of administrative departments must also describe the terms of revenue and expense sharing.

6. **CAS Formal Application Review:** Complete applications are added as “New Business” to the Executive Committee’s agenda. The Executive Committee is asked to review and vote within six weeks of receipt of the application. The committee chair should notify the Dean if a review requires more than six weeks. The Executive Committee votes whether or not to bring the application to the CAS faculty for approval.
   - If approved, the application is added to the agenda for the next regular CAS Faculty meeting or a special meeting called for this purpose.
   - If not approved, the Executive Committee Chair offers, via e-mail, a summary of comments to the faculty sponsor, with copy to the CAS Dean, Assistant Dean, and Executive Aide.

7. **CAS Faculty Vote:** In advance of the CAS Faculty meeting, the application will be made available to all faculty. Decision shall be made by majority vote of the members in attendance.
   - If approved, the CAS Executive Aide forwards the application to the Secretary of Faculty Senate to begin the **CWRU Review Process** (pg. 4).
   - If approved in the CWRU Review Process, certain initiatives will then need to complete the **Ohio Department of Higher Education (ODHE) Proposal and Review Process** (pg. 4).

**CAS Contact Information**
- Cyrus Taylor, Dean, cyrus.taylor@case.edu
- Beth Trecasa, Assistant Dean for Strategic Initiatives, beth.trecasa@case.edu, 216-368-3468
- Cynthia Stilwell, Executive Aide to the Dean, cynthia.stilwell@case.edu, 216-368-4437
- Susan Hinze, Executive Committee Chair, 2015-16, susan.hinze@case.edu
Other Planning Considerations

A. CAS Proposal and Review Process
   • Step 1 depends on the nature of the inquiry. *Estimated time for initial response:* One week.
   • Step 2 depends on the faculty sponsor and time necessary to develop the preliminary proposal.
   • Step 3 depends on the completeness of the preliminary proposal and the agendas and meeting schedules of the involved committees. *Estimated time to complete:* Six weeks.
   • Step 3 depends on the completeness of the preliminary proposal and the availability of the Deans of Undergraduate Studies and Graduate Studies.
   • Step 4 depends on the time necessary for CAS Dean and others to negotiate terms. *Estimated time to complete:* Four weeks.
   • Step 5 depends on the faculty sponsor and time necessary to develop the application.
   • Step 6 depends on the completeness of the application and the agenda and meeting schedule of the Executive Committee. *Estimated time to complete:* Six weeks.
   • Step 7 depends on when the Executive Committee approves the application and the next regular CAS Faculty meeting (October and March) or if/when a special meeting is called for this purpose.
   • **CAS Committees:** meet monthly during the academic year.

B. CWRU Review Process
   • The *CWRU Academic Approval Matrix* should be consulted, as the review process is very specific to the type of curricular initiative proposed.
   • The CWRU review process depends on the agendas and meeting schedules of the Faculty Senate and involved Faculty Senate committees. *Estimated time to complete:* Eight weeks.
   • **Faculty Senate Committees:** meet monthly during the academic year.

C. ODHE Proposal and Review Process
   • The *ODHE’s Guidelines and Procedures for Academic Program Review* should be consulted, as the proposal and review process is very specific to the type of curricular initiative proposed.
   • Proponent of post-baccalaureate and other graduate curricular initiatives should also consult the *Guidelines and Procedures for the Review and Approval of Graduate Degree Programs*.
   • **ODHE Committees:** generally meet monthly or bi-monthly throughout the calendar year.

D. General Examples
   • **New undergraduate major or degree program:**
     • **Fall 2016 or subsequent Fall semester:** New degree program effective.
   • **New track on existing graduate program, with 50% or more in common with parent degree:**
     • **Summer 2016:** Advertising and application for the new track begins.
     • **Fall 2016 or later:** Students matriculate.
     • A new track with less than 50% in common with parent degree is treated as a new degree.
   • **New graduate degree program:**
     • December 2016: ODHE review process complete.
     • **Spring 2017:** Advertising and application for the new degree program begins.
     • **Fall 2017 or later:** Students matriculate.