

PROGRAM INNOVATION – PRINCIPLES TO BE FOLLOWED FOR NEW PROGRAM DESIGN

Initial Proposal Drafted

Proposals for the design of new programs may be offered by individuals or groups of faculty, or the Dean. Proposals should be created within the context of current and proposed financial and human resource realities of the College of Education.

Initial Program Design Proposal Presented To Faculty

The idea and rationale for a potential new program will be presented by the originator of the idea at a regularly scheduled faculty meeting. Faculty consensus will be sought on moving ahead with program design.

If consensus is established to move forward, the Dean and Faculty Chair, with input from the faculty, will appoint a design team as an ad hoc committee which includes both faculty, external stakeholders, and interested Consortium Committee members.

New Program Proposal Developed

The design team incorporates faculty input, solicits further input from stakeholders, and accordingly amends the initial draft proposal. Until such time as the new program design is ready to be submitted for approval, the agenda of each faculty meeting will include time for the design team to offer a report of progress and to seek input from the faculty as a whole.

Amended Proposal Presented To Curriculum Committee

When ready, the new program proposal is submitted to the Curriculum Committee, who will be asked to recommend approval of the proposal to the entire faculty.

In cases where the Curriculum Committee is unable to recommend approval, the design team may decide to –

- forward the proposal to the entire faculty without a positive recommendation from the curriculum committee, or
- make further amendments and resubmit the proposal to the Curriculum Committee.

Final New Program Proposal Presented To Full Faculty

Faculty approval of a new program shall take place over **two** faculty meetings, which occur at least one week apart.

The *first* meeting will be for presentation and discussion only. Based on this discussion, the design team may decide to make substantial changes to the proposal. Each meeting at which a proposal is newly submitted will be considered the *first* of the two meetings in the approval process.

The *second* meeting will be for the purpose of achieving a consensus vote. If the final proposal is consensus-approved by the faculty, it moves to implementation. If consensus approval is not reached –

- the faculty recommends the process return to Proposal Development, or
- the proposal expires.

INNOVATION
NEW PROGRAM IDEA

INITIAL PROPOSAL DRAFTED by faculty member(s) or Dean

- Proposal incorporates current and projected financial and human resource realities of the College of Educ.
- Proposal follows preparation guidelines for program creation.

Faculty Meeting

INITIAL PROGRAM DESIGN PROPOSAL PRESENTED TO FACULTY by originator of idea

- Faculty discusses and provides feedback
- Consensus is reached to pursue innovation proposed
- Dean and faculty chair appoint **design team**

Design Team Meetings

NEW PROGRAM PROPOSAL DEVELOPED by design team

- Incorporates faculty input, solicits further input from all stakeholders
- Revises draft proposal
- Reports on progress as agenda item at faculty meetings throughout development

Curriculum Committee Meeting

AMENDED PROPOSAL PRESENTED TO CURRICULUM COMMITTEE by design team

- Proposal includes summary of faculty feedback and corresponding adjustments to proposal.
- Curriculum Committee reviews and discusses amended proposal.

Curriculum Committee **recommends** submission to and approval by full faculty

Curriculum Committee **does not recommend** submission to and approval by full faculty.

Curriculum Committee **recommends continued development** of proposal

Faculty Meeting #1

FINAL NEW PROGRAM PROPOSAL PRESENTED TO FULL FACULTY by design team

- For discussion and feedback only.
- Curriculum Committee input and recommendations noted in presentation

Design team **submits proposal** for final faculty consensus vote

Design team **resumes development** of proposal based on faculty discussion and feedback

Faculty Meeting #2

FINAL NEW PROGRAM PROPOSAL PRESENTED TO FULL FACULTY by design team

- For consensus vote.

Proposal is consensus-approved by faculty.
NEW PROGRAM IS IMPLEMENTED

No consensus
IDEA EXPIRES

Faculty **recommends continued development** of proposal

