

PROGRAM INNOVATION –
PRINCIPLES TO BE FOLLOWED FOR REVISION OF EXISTING PROGRAMS

Revision Proposal Drafted

Proposals for program revisions 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 Revision Proposal Presented To Faculty

The idea and rationale for a potential program revision 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 revision.

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

Program Revision Proposal Developed

The revision team incorporates faculty input, solicits further input from stakeholders, and accordingly amends the initial draft proposal. Until such time as the program revision proposal is ready to be submitted for approval, the agenda of each faculty meeting will include time for the revision 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 program revision 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 revision 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 Program Revision Proposal Presented To Full Faculty

Faculty approval of a program revision 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 revision 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.

PROGRAM REVISION

REVISION 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 REVISION 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 ad hoc committee to pursue revision (**revision team**)

Revision Team Meetings

PROGRAM REVISION PROPOSAL DEVELOPED by revision team

- Incorporates faculty input, solicits further input from all stakeholders
- Revises draft proposal and reports on progress at faculty meetings

Curriculum Committee Meeting

AMENDED PROPOSAL PRESENTED TO CURRICULUM COMMITTEE by revision 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 PROGRAM REVISION PROPOSAL PRESENTED TO FULL FACULTY by revision team

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

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

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

Faculty Meeting #2

FINAL PROGRAM REVISION PROPOSAL PRESENTED TO FULL FACULTY by revision team

- For consensus vote.

Proposal is consensus-approved by faculty. **PROGRAM REVISION IS IMPLEMENTED**

No consensus **IDEA EXPIRES**

Faculty **recommends continued development** of proposal

