Resolution # 03  
2008-2009

TO: Dr. John R. Halstead, College President
FROM: The College Senate: November 10, 2008
RE: I. Formal Resolution (Act of Determination)  
II. Recommendation (Urging the Fitness of)  
III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Guidelines for Revision of Undergraduate Programs  
#19 08-09 UC

Signed:  
(T.M. Rao, 2008-09 College Senate President)  Date: 11/14/08

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: T.M. Rao, The College Senate President
FROM: John R. Halstead, College President
RE: I. Decision and Action Taken on Formal Resolution (circle choice)  
a. Accepted  
Implementation Effective Date:  
b. Deferred for discussion with the Faculty Senate on ___/___/___
c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI  
a. Received and acknowledged ___/___/___
b. Comment:  

Signed:  
(Dr. John R. Halstead, President, SUNY College at Brockport)  Date: 11/21/08

DISTRIBUTION

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DEAN(S) COPY: Department Chair(s), Other:  

COLLEGE SENATE COPIES: Originator, College Senate Website, Other:  

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College Senate Office, 11/14/2008
2008-2009-03_res.doc
DEADLINE FOR SUBMISSIONS: FEBRUARY 28

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted electronically as one document.

• Submit only complete proposals. Include support letters from department chair and dean.
• Proposals must be prepared individually in Word format using committee guidelines available at brockport.edu/collegesenate/proposal.html.
• Fill out this cover page for each proposal and insert it electronically as the front page of your document. (/collegesenate/proposal.html)
• Email whole proposal with cover page as one attachment to senate@brockport.edu and facprez@brockport.edu.
• All updates must be resubmitted to the Senate office with the original cover page including routing number.
• Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. PROPOSAL TITLE: Please be somewhat descriptive, i.e. Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

2. BRIEF DESCRIPTION OF PROPOSAL:

Updates indicating the difference between slight and significant changes.

3. HOW WILL THIS EFFECT TRANSFER STUDENTS:

none

4. ANTICIPATED EFFECTIVE DATE:

immediately

4. SUBMISSION & REVISION DATES: PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

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<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
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<td>9/2008</td>
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5. SUBMITTED BY: (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Charles Edwards</td>
<td>UC Chair</td>
<td>5708</td>
<td><a href="mailto:cedwards@brockport.edu">cedwards@brockport.edu</a></td>
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6. COMMITTEES TO COPY: (Senate office use only)

<table>
<thead>
<tr>
<th>Standing Committee</th>
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<tr>
<td>Enrollment Planning &amp; Policies</td>
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<tr>
<td>Faculty &amp; Professional Staff Policies</td>
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<td>General Education &amp; Curriculum Policies</td>
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<td>Graduate Curriculum &amp; Policies</td>
<td>Senate</td>
<td>Announced 11/10/08</td>
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<td>Student Policies</td>
<td>College President</td>
<td>11/14/08</td>
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<tr>
<td>Undergraduate Curriculum &amp; Policies</td>
<td>OTHER</td>
<td>REJECTED - WITHDRAWN</td>
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* follow special Gen Ed procedures for submission of General Education proposals at “How to Submit Proposals” on our Website.

NOTES:
Guidelines for Revision of Undergraduate Programs
Updated Fall 2008

Distinction between significant and slight changes

*Significant programmatic changes are characterized by one or more of the following:*

- **Credits change within the existing program** (Example: increasing or reducing the total number of required credits).
- **Changes in requirements for the existing program** (Examples: altering the number of required vs. elective credits; substituting a new requirement for an old requirement such that it alters the substance or focus of the program; changes that could prove a burden to current majors/minors who are “grandfathered” into the older program; etc.)
- **One or more departments are affected by the changes** (Examples: eliminating, or adding, prerequisites, corequisites or requirements that are provided by other programs (Examples: A program in the natural sciences adds a calculus requirement; A program in the humanities adds an additional language requirement; A program in the Health Sciences drops a biology requirement.)
- **Increase of resources is required to implement the change** (Examples: the revision requires additional staff or equipment)

*R.Slight programmatic changes: If none of the above conditions occurs, then the change is considered slight in nature. Slight revisions, if approved by the Undergraduate Curriculum and Policies Committee, will be presented to the senate but will not require a Senate vote. A proposal involving major significant programmatic change will necessitate full Senate discussion and approval.*

To begin that process items 1-8 must be sent to the Senate Office:

- A completed College Senate Proposal Cover letter available from the College Senate website
- A side-by-side comparison of the old and new program Credit hours must be included for each course and totaled in clear tabular form.
- A brief rationale for changes, e.g. new direction in field
- Description of any new courses
- Staffing issues
- Academic administration commentary
  - Letter of recommendation from chair
  - Letter of recommendation from Dean of School
- Resources, facilities that may be needed to implement the program
- If appropriate, letters of support from cooperating or affected agencies, ITS, library or other units/departments that may be involved.
III. Guidelines for new option in within a major or program: Adding an academic minor or track within an academic program would be an example of the type of proposal covered by these guidelines and the following must accompany such a proposal:

- A completed College Senate Proposal Cover letter available from the College Senate website
- Rationale for the new option
- Entrance requirements, if appropriate
- Program requirements, if appropriate
- Description of new courses and a side-by-side comparison of the old and new program Credit hours must be included and totaled in clear tabular form
- Sequence in which the courses would be offered to guarantee timely completion of the program
- Staffing issues
- Resources, facilities that may be needed to implement the program
- Academic administration commentary
  - Letter of recommendation from chair
  - Letter of recommendation from Dean of School
- If appropriate, letters of support from cooperating departments, agencies, and etc.

IV. Guidelines for an entirely new program

Construct the proposal according to SUNY Central Guidelines available in Handbook for the Submission of Undergraduate Program at 
http://www.sysadm.suny.edu/provost/programreview/index.html (At the Provost’s site click the HANDBOOK DOC FORMAT link then use Appendix A & B from this document to prepare your proposal)

Send the completed proposal to the Senate Office along with a completed College Senate Proposal Cover letter available from the College Senate website.