

Guidelines for proposing a new major, minor, program, or department to APC

In accordance with the Faculty Handbook, it is the faculty's duty to "prescribe requirements for ... courses of study, ... subject to approval by the President."¹ The Faculty Handbook also charges APC with making "recommendations to the faculty regarding academic requirements, new departments and programs, and substantial changes to existing departments and programs."²

In consultation with APC, the Dean of the College has established the following guidelines for proposing a new major, minor, program, or department, in accordance with the requirements laid out in the Faculty Handbook and referenced above.

1. Interested faculty confer on the initial concept.
2. This group, or a representative, presents the concept to the Dean of the College for approval to proceed to the development of a comprehensive proposal. (See a projected timeline for the process at end of document.)
3. After approval to proceed is received, a comprehensive proposal is developed and submitted to the Dean of the College by the mid-October date publicized on the Chairs' Resources web page. **This comprehensive proposal will include all of the following components:**
 - a. Description and intellectual justification of the new major/minor/program/department, and (in the case of a new major or minor), the department that will administer the major/minor. If for a new program or department, the description must clearly address why there is a need for a separate program or department rather than a major within an existing department or the establishment of an interdisciplinary major, minor, or department drawing from current Oxy faculty. As part of the intellectual justification, make a clear case that this proposal grows out of both the strategic mission and the mission driven goals for the college, its curriculum, and its students.
 - b. Faculty who will staff the new offering (and advisory committee, if appropriate);
 - c. Confer with related departments – and report on – projected collaboration with or impact upon related departments; Clearly describe how this new program of instruction will participate in the overall Core Program and specifically whether/how frequently it will provide contributions to the First Year CSP seminars.
 - d. Complete Catalog Copy including:
 - i. Overview
 - ii. Course requirements;

¹ 2016-2017 Occidental College Faculty Handbook, pg. 4.

² Ibid, pg. 32.

- iii. Comprehensive requirement;
 - iv. Honors requirement;
 - v. Second-Stage Writing requirement;
 - vi. course descriptions (include [draft new / revised course forms](#) in the appendix);
 - e. Comparison with [peer institutions](#);
 - f. A projection of potential student interest, with evidence (such as student letters, surveys, pilot programs, charge from Faculty Council, etc);
 - g. A statement of the short- and long-term resource needs anticipated for the new offering (e.g., additional faculty; capital equipment including technology, software, and upgrades; office, lab and support space; library resources; administrative support, etc.)
 - h. An initial plan and schedule for assessment of the new major/minor/program/department.
4. The Dean of the College, along with presenters from the group, will share this comprehensive proposal with all department chairs for input.
 5. After incorporating revisions arising out of consultation with chairs and preliminary review and preliminary approval by the Dean, the proposal is forwarded to APC early in the academic year.
 6. APC reviews the proposal, requests revisions as necessary, and if the review of the revised proposal is favorable, makes a recommendation that the program or department be presented to the full faculty.
 7. The full faculty reviews and discusses the proposal at one faculty meeting, and at a subsequent meeting, takes a vote to approve (or disapprove) and, if approved, to make a recommendation to the President.
 8. If the President approves the proposal,³ the APC chair forwards relevant sections of the proposal to the Registrar for inclusion in the catalog. The Financial Aid Office and the Director of Assessment must also be informed of the new program by the chair of APC. Other interested parties such as Admissions and the Communications Office should also receive this information.

³ Note: Approval of the proposal indicates approval of all parts of the proposal, including catalog copy and course descriptions.

Projected Timeline:

From approval of the initial concept by the Dean, APC expects that it will take at least a year, possibly more, to develop a typical comprehensive proposal. Once the comprehensive proposal is ready for submission to the Dean, this is a projected timeline:

Mid-October	Submit comprehensive proposal (as outlined above) to the Dean
Late October/early November	Presentation by group (or rep) and Dean to Chairs Meeting; discussion and suggestions for revisions.
Mid-November / Late November	Presentation by group (or rep) and Dean to APC; discussion and suggestions for revisions. At subsequent meeting, APC reviews the revised comprehensive proposal again and determines whether or not to recommend to the full faculty at the next faculty meeting. An unfavorable decision would require the proposing group to withdraw the proposal.
Early December or Late January	If APC comes to a favorable agreement about the comprehensive proposal, the Chair of APC recommends the proposal for consideration by the faculty at either the last faculty meeting of the fall semester or the first faculty meeting of the spring, having distributed the complete proposal at least a week prior to the faculty meeting date. The group (or rep) presents the proposal to the faculty for discussion. Revisions to the proposal may be suggested.
Mid to late February	The Chair of APC will bring the revised comprehensive proposal to the subsequent faculty meeting for further discussion and vote whether or not to recommend to the President approval of the new major/minor/program/department.
By late March	If the vote is to recommend approval of the new major/minor/program/department, and the President approves, the Chair of APC will inform the registrar. The registrar will a) set in motion actions to make new catalog copy and course descriptions available by Advising Week and b) formally notify the Financial Aid Office and the Director of Assessment of the new program.

Please contact the Dean of the College and/or the Chair of APC if you have questions about any part of this process.