Accelerated Learning Program Council Procedure Manual

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Accelerated Learning Program Council

The Accelerated Learning Program Council, together with the Graduate Program Council, is involved with the "assessment of student outcomes, as well as assessment and administration of academic programs, departments, curricula, and services on a College-wide basis," (Section 4.12.4.3 *Faculty Handbook/Volume IV*) for the School of Adult and Graduate Education. "In the spirit of shared governance and mutual commitment to educational excellence, these Councils shall work, as appropriate, in close communication and collaboration with the Elected and Undergraduate Faculty Standing Committees, and the Faculty Council. In matters of curriculum, these two Councils, like the Undergraduate Curriculum Committee, report to the Academic Quality Program Council (AQPC). (Section 4.12.4.3 *Faculty Handbook/Volume IV*)"

I. Purpose and Responsibilities

A. **General Statement of Purpose**

As faculty have primary responsibility for the curriculum, ALPC plays a critical role in the governance of the college and the fulfillment of its educational mission. In cooperation with the academic administration, the president, and Board of Trustees, it assumes responsibility for ensuring academic quality, integrity, and the continuous improvement of the college's educational programs.

B. **Roles and Areas of Responsibility**

The primary responsibilities of the Accelerated Learning Program Council are to:

1. Make recommendations to the Vice President of Academic Affairs and the faculty regarding the addition, revision, and deletion of SAGE online and on-ground undergraduate and graduate courses and programs, including general education curriculum and certificate programs.

2. Implement an appropriate set of evaluation criteria for reviewing and approving the curricular content, structure, and quality of proposed new programs and courses as well as substantial changes to existing curricula. These criteria should be congruent with national benchmark standards, regional accreditation quality standards, and State Education Department program registration and quality assurance standards.

3. Establish timelines, policies, procedures, and forms for the submission of proposed substantial and/or minor curricular changes.

4. Design and implement an effective quality program review template and process as part of the college's ongoing institutional effectiveness assessment plan, in collaboration with the administration and the AQPC.

5. Establish course outline and syllabus guidelines.

6. Oversee issues related to academic standards and educational policy.

II. Council Composition and Procedures

A. **Membership**

Appointed

The Accelerated Learning Program Council consists of the following:
- All full-time faculty from the Accelerated Learning Program (ALP) and Medaille Online Experience (MOE) programs
- Two Senior Adjuncts from each campus Buffalo, Rochester, Online)
- Representative from Registrar/Student Services
- Representative from Financial Aid
- Representative from Admissions
- Representative from Curriculum Development
- Medaille liaison to the New York State Education Department

Alternates

Any member unable to attend a meeting may send an official alternate. These delegates retain the same rights and duties as the member. Members should notify the ALPC Chairperson of their absence and identify their delegate with as much advanced notice as is reasonably possible.

Voting versus non-voting members

Medaille full-time faculty (or their officially designated alternates) are voting members, with one vote each. The other Council members serve as resources in a consultative capacity. They do not have voting privileges.

Guests

Guests may be invited to particular meetings with the approval of the ALPC Chairperson.

B. **Chairperson**

Election
During its first meeting each fall, called by the Chairperson from the preceding year, the full-time faculty members of the Council will nominate and elect a chair by majority vote from their own ranks to serve for one academic year. The chair election process is repeated annually.

Duties
The chairperson has primary responsibility for:
1. scheduling and calling meetings on a regular basis sufficient to meet the needs of the college;
2. determining agenda items and priorities;
3. distributing the agenda and accompanying documents one week prior to the next scheduled meeting;
4. leading meetings using appropriate rules of order;
5. insuring that accurate minutes are recorded and approved;
6. communicating on behalf of the council when appropriate;
7. insuring that the Council functions effectively and in accordance with the Faculty Handbook;
8. submitting a cumulative year-end report of ALPC activities to the Faculty Council and the full-time faculty; and
9. sending a copy of approved minutes to the Secretary of Faculty Council and the Vice-President for Academic Affairs where it shall be available for reviewing.

C. **Protocol for Communicating and Archiving Curricular Decisions**

1. ALPC decisions are recorded and maintained with the ALPC Chairperson, the Department of Academic Services, and the Secretary of Faculty Council.
2. ALPC members who propose curricular actions are responsible for submitting a final version of that action, updated with any amendments made by ALPC, to the ALPC Chairperson within 14 days of its approval.
3. Updated course outlines and program overviews are maintained by the Department of Academic Services.
4. The appropriate Division Head communicates approval of substantial curricular decisions to the entire college community, including the VPAA and the president as appropriate.
5. The appropriate Division Head submits substantial changes to AQPC for review and comment.
6. The department of Academic Services is responsible for coordinating the update of the ALP and MOE student handbook and catalogs each July to reflect

curricular changes. Program Directors, shall assist by reviewing for accuracy prior to final publication.

7. Each year a cumulative year-end report of ALPC activities is submitted to Faculty Council.

D. <u>Specific Council Procedures</u>

<u>Meetings Times</u>

Because the composition of ALPC includes both a non-traditional mix of adjuncts, full-time faculty, and administration as well as members from physically distant locations, consideration must be given to meeting times that are conducive for all constituents. At the first meeting of each academic year, the membership should develop a schedule of monthly meetings that accommodates, to the best degree possible, the schedules and travel of all members.

<u>Quorum</u>

For ALPC, a quorum is defined as a simple majority of ALPC full-time faculty members. If a quorum is not anticipated, the ALPC Chairperson may cancel the scheduled meeting if the agenda includes items for approval.

<u>Materials Submission</u>

Only materials submitted to the ALPC Chairperson one full week before a subsequent meeting are eligible for review and appropriate action, unless approved by the ALPC chairperson. Materials may be distributed electronically to ALPC members.

New course outlines should be submitted in the format found in Appendix A. Program and course change submissions should be accompanied by the appropriate form, either Appendix C or D.   Any new program that is submitted for initial approval should include at minimum an overview which explains why the new program is attractive, program goals, and a list of prospective course titles and descriptions.

<u>Minutes</u>

On a rotating basis, members of the Council will take minutes, and within ten working days send them to the ALPC Chairperson. The chairperson will distribute them to all voting members for approval at the next meeting. Amendments to minutes from a previous meeting will be duly noted in the current minutes.

Minutes should reflect the following format:
- Date of meeting
- Names of members in attendance

- Name of recorder
- Notation of approval of previous minutes
- Brief summary of relevant discussion points (for historical record)
- Notation of each full motion proposed for a vote
- Notation of outcome of each vote
- Approved changes should be described in sufficient detail so that the nature/extent of revisions/additions is clear and understandable

Note: A draft of the minutes must be submitted to the chairperson for review and distribution within ten (10) working days of the meeting to insure a timely flow of the communication and approval processes.

Sub- or Ad Hoc Committees
As deemed appropriate, members may be assigned to subcommittees to work on ALPC business. Subcommittees will draw on the various resources of the institution as needed.

Communication
Council motions that approve new programs or substantially modify current offerings require approval from the VPAA. Using Form E, the ALPC Chair completes a record of appropriate Council actions and forwards the form to the VPAA or designee for approval, with a copy sent to AQPC. Copies of the signed form are returned to the ALPC Chair.

E. **Appending or Revising the ALPC Procedure Manual**

Frequency
At the beginning of each academic year the ALPC Chairperson shall review the ALPC Procedure Manual or shall designate a subcommittee to do so. If the Manual is deemed inadequate or containing significantly deficient information, a subcommittee shall be formed to review the Manual and suggest revisions.

Approval
A revised Manual must be submitted to the entire ALPC membership for consideration at least a week before the first meeting at which it is presented. The Manual must be discussed at one regular ALPC meeting before a vote is taken. A revised ALPC Manual must be approved by a two-thirds majority of all ALP/MOE full-time faculty.

III. Definitions of Substantial versus Minor Changes

A. <u>Substantial Change</u>

Substantial changes to SAGE program curriculum **must** be presented to ALPC by the appropriate program director, or Division Head as a formal proposal for review and approval (See Appendix I, Program Change Form [Form C]).

Substantial changes include:
1. any proposed addition or deletion or suspension of academic majors, minors, or certificate programs;
2. any proposed addition or deletion of individual courses in any existing major, minor, or certificate program;
3. any proposed change to a current program that triggers the requirement for New York State Education Department approval (see Appendix II for NYSED regulations);
4. any proposed significant changes to the content, structure, or delivery format of an existing course or program (e.g., format change from traditional semester length courses to an accelerated format or from any class-based format to online, etc.);
5. changing the level of a course (e.g., ENG 105 to ENG 230);
6. a change in course credits (e.g., from 3 to 4 or 3 to 2);
7. the piloting of special topic courses on short-term basis; and
8. the introduction of new programs or initiatives involving the curriculum (e.g., learning communities, service learning).

B. <u>Minor Changes</u>

Departments only need to report minor changes to ALPC and the Registrar's Office.

Minor changes include:
1. renumbering a course within current number field (101 to 120);
2. course title;
3. editorial changes to catalog descriptions;
4. prerequisites within a department; and
5. course prerequisite changes

IV. New Degree Program Approval Process

1. Formulate Idea Based on Perceived Need: Market, Institutional
2. Formulate Program Goal, Objectives, and Structure
3. Submit Program to Academic Services for Preliminary Review
4. Measure Need
5. Modify Program Goals, Objectives, Structure according to Step 4 if Necessary
6. Present to ALPC for Preliminary Approval
   - Program description
   - Assessment of need
7. Develop Program
   - Work with Registrar, NYSED liaison, etc. to satisfy degree requirements
   - Write Course Outlines
   - Establish Program Structure, Admission Requirements, Calendar, etc.
8. Coordinate Final Approval from Appropriate Faculty and Academic Services
9. Submit Complete Program Proposal to ALPC for Final Approval

   - Program Overview
   - Program Goals and Objectives
   - Degree requirements
   - Admissions requirements
   - Relevant NYSED or other relevant requirements for the program
   - Course outlines
10. Submit Program Structure and Course Outlines to APQC for Final Approval
11. Coordinate Administrative Details with NYSED liaison
    - Sample Degree Completion Program (DCP) sheet
    - Sample of typical schedule
    - List and _cvs_ (with appropriate licensure information) of faculty for each course;
    - Admissions standards and procedures;
    - List of supporting materials and required library resources;
    - Student Learning Outcomes Assessment Plan
    - Master Plan Amendment (if Necessary)
12. Submit Program to VPAA for Final Approval
13. Submit Complete Proposal to NYSED

ACCELERATED LEARNING PROGRAM PROCEDURE MANUAL

APPENDICES

Accelerated Learning Program Council (FORM A) Course Outline

Medaille College
18 Agassiz Circle
Buffalo, NY 14214

<u>Course Outline</u>

Program:

Course Number:

Course Title:

Number of Credits:

Prerequisites and/or Special Considerations:

A. Catalog Description of Course:

B. Course Goals:

C. Student Learning Objectives:

D. Outline of Course Content:

E. Suggested Texts:

F. Suggested Modes, Media, and Techniques of Instructions

G. Suggested Methods for Evaluating Student Learning

H. Instructor References

Accelerated Learning Program
Course Syllabus
Course Number and Title
Cohort:
Instructor:
E-mail:

Course Description:

Course Objectives

Required Materials:

Supplementary Reading:

Attendance Policy
     (MOE or ALP standard)

Disability Policy
     Any student with a disability who believes he/she needs accommodation(s) in order to complete this course
     should contact the Academic Support Center at ext. 2214 or ext. 2338 for confidential assistance and a
     determination of what accommodations are appropriate and reasonable under the Americans with Disabilities
     Act.

Academic Integrity Policy
     Medaille College and the Accelerated Learning Program uphold the highest standards of academic work; these
     standards rest upon the academic integrity with which the student performs his or her work. The student's
     academic integrity is manifested in the uniqueness of his/her academic work, in his/her conduct during
     examinations, and by the proper attribution of his/her sources in preparation of written work. Submission of
     false data, falsification of transcripts or grades, misconduct during examinations, turning in team work as
     individual effort, and plagiarism are among the violations academic integrity. Medaille College does not
     condone such misconduct. When a student is accused of an act of academic dishonesty, the appropriate action,
     delineated in the *Medaille Online Student Handbook*, will be instigated.

Program Goals

Alignment of Course Goals and Program Goals

Course Outcomes:

Evaluation Criteria:

Medaille College
Accelerated Learning Program Council

PROGRAM CHANGE FORM

Program Name:	Submitted By:
Date:	Effective Date:

Recommended Change:

CATEGORY OF CHANGE	PRESENT CATALOG INFORMATION	NEW CATALOG INFORMATION
_ Program Description _ Course Sequence _ Credit Distribution _ Concentration _ Minor _ Certificate		

Medaille College
Accelerated Learning Program Council

COURSE CHANGE FORM*

	Program Name:		Submitted By:
	Date:		Effective Date:

Recommended Change:

	PRESENT CATALOG INFORMATION	NEW CATALOG INFORMATION
COURSE NUMBER		
COURSE TITLE		
COURSE DESCRIPTION		
CREDIT HOURS	Four (4)	
PREREQUISITES		
SUBSEQUENT ACTIONS		

* If the course change necessitates a change in credit distribution or typical program(s), Program Change Forms must be submitted for each program affected.

Accelerated Learning Program Council (Form E) Action Cover Sheet

To: Vice President for Academic Affairs

CC: Academic Program Quality Council

From: Accelerated Learning Program Council, Name of Chair

Date:

At its meeting of _____, the voting members of the Accelerated Learning Program Council approved the motion(s) for curricular action summarized below. The motions are reflected in the official meeting minutes, which are appended. Supporting materials for each approved motion are attached.

On behalf of the committee, I forward these recommendations for your review and approval. Please signify your approval or denial of each motion by initialing the appropriate response line provided. Then sign, date, and return to me the completed form in a timely manner.

If any motion is denied, please provide an explanation.

Motion 1: [*Summarize recommended curricular action here*]

Approved: ___
Denied: ___
VPAA Comments:

Motion 2: [*Summarize recommended curricular action here*]

Approved: ___
Denied: ___
VPAA Comments:

_____   _____
Vice President for Academic Affairs   Date

APPENDIX II

NEW YORK STATE EDUCATION DEPARTMENT
Office of College and University Evaluation

Changes in a Currently Registered Program

Approval must be sought from the Office of College and University Evaluation for a proposed change in a currently registered program as indicated in the table below. For changes not requiring approval, please notify the Office as soon as possible, but no later than December 31 each year, of any changes in a program since the last official registration of curricular changes for the program. Use the **Request for Change in a Currently Registered Program** form on page 22: (1) to request approval or (2) to notify the Office of changes that do not require approval. If you have any questions about a proposed change, please call (518) 474-1551.

NOTE:

	TYPE OF CHANGE	APPROVAL REQUIRED
1.	A change of 15 or more required (non-elective) credits in an undergraduate degree program (e.g., adding a track or option). NOTE: deleting a track or option does NOT require approval.	Yes
2.	A change in curriculum that substantially alters the focus of the program, regardless of the number of credits. For example, from Business Administration to Finance.	Yes
3.	A change of fewer than 15 required (non-elective) credits in a baccalaureate degree program that does not alter the focus of the program.	No
4.	A change in a graduate program that does not alter the focus of the program.	Yes
5.	A change in the major disciplinary area in which the program falls. (See Appendix F) Some examples are: from Criminalistics (Social Sciences) to Forensic Chemistry (Physical Sciences) om Health Sciences (Biological Sciences) to Health Promotion and Science (Health Professions).	Yes
6.	A change in the location at which a complete program is offered.	Yes
8.	Any change in the courses required for a program as registered that leads to, or is proposed to lead to, <u>teacher certification</u>.	Yes
9.	A program title change.	Yes
10.	Discontinuance of a program in which no students are enrolled. *For joint programs, both institutions need to notify the Office.	No*
11.	Discontinuance of a program in which there are students still enrolled. Indicate a date when all students are expected to complete the program.	Yes
12.	A change in award (degree title) to which program leads (e.g., from a BS to a BBA).	Yes
13.	A format change that may result in a change in the program's financial aid eligibility (e.g., from day to evening, from full-time to part-time).	Yes
14.	A proposal to change a non-licensure-qualifying program to one that is licensure qualifying.	Yes
15.	A proposal to offer two registered programs as a time-shortened dual program (e.g., a BS and a 2-year MS combined as a five-year BS/MS).	Yes
16.	A proposal to change any certificate, diploma, or advanced certificate program.	Yes

PLEASE NOTE: If the requested changes result in the reclassification of the program into a different major subject area and if this represents the first program offered by your institution in that major subject area, approval of the changes may also require application for a **master plan amendment (MPA)**, since this is a significant change in the institution's academic mission. Please consult Appendix D for a listing of the ten major subject areas and instructions for requesting an MPA, if appropriate.

If you are requesting a **change in degree award** to a degree title which is not authorized in your institution's charter, approval of this change may also require application for a **charter amendment**. If this condition applies, see Appendix E for details on applying for a charter amendment