



Medaille College

Graduate Program Council Procedure Manual

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The Graduate Program Council, together with the Adult Learning 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*)”

Composition and Procedures

Membership

Appointed

The Graduate Program Council consists of the department chairpersons, program directors, the registrar, the vice president for enrollment management, the liaison to the New York State Education Department, the library director, the dean of SAGE, and the vice president for academic affairs.

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 chair of GPC of their absence and identify their delegate with as much advanced notice as is reasonably possible.

Voting versus non-voting members

The program directors and department chairpersons (or their officially designated alternates) are voting members, with one vote each. The other 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 chairperson.

Chairperson

Election

During its first meeting each fall, called by the VPAA or Dean, the faculty voting members of GPC 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 the council's recommendations to the VPAA, the appropriate Dean, and the Chair of Faculty Council;
7. insuring that the Council functions effectively and in accordance with the Faculty Handbook;
8. submitting a cumulative year-end report of the Council's activities to the Faculty Council and the full-time faculty; and
9. sending a copy of approved minutes to the Library where it shall be available for reviewing.

Protocol for Communicating Curricular Decisions

The chairperson will communicate the committee's approved minutes, an Action Cover Sheet, and appended proposals to the Vice President for Academic Affairs in a timely manner after each meeting. (See Appendix I, Graduate Program Council Action Cover Sheet [Form A]).

GPC and VPPA

1. The chairperson completes the appropriate section of the Graduate Program Council Action Cover Sheet and forwards the form and appended proposals to the appropriate dean and the VPAA for action along with approved meeting minutes. Approved proposals are also sent by the VPAA to the Academic Quality Program Council (AQPC) for review and comment. Within ten working days, the VPAA forwards approved proposals to the AQPC. Within fifteen working days of receipt of proposals, the AQPC provides its comments and recommendations to the appropriate dean and the VPAA.
2. The VPAA communicates his/her decisions to the Graduate Program Council by returning signed Action Cover Sheet to the chairperson within 25 working days of receipt from the Graduate Program Council chairperson.
3. The Office of Academic Affairs will annually maintain hard copies of meeting minutes and the action cover sheets.

Notification of Campus Community

1. The Office of Academic Affairs distributes the approved minutes to the faculty and the library electronically.
2. The Office of Academic Affairs communicates approval of substantive curricular decisions to the president and the entire college community as appropriate. Substantive changes include items 1, 3, 4 (program-level only) and 8 in the list below (p. 4).
3. The Office of Academic Affairs is responsible for updating the graduate catalog each spring to reflect curricular changes. Program Directors, Chairs and Deans shall assist by reviewing for accuracy prior to final publication.

Specific Procedures

Materials Submission

Only materials submitted to the chairperson one full week before a subsequent meeting are eligible for review and appropriate action. Departments may provide electronic copies of all materials for distribution to members.

Minutes

On a rotating basis, members of GPC will take minutes, and within ten working days send them to the 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
- Notation of specific date approved changes are effective, pending VPAA approval
- Notation of deadline for submission of GPC revisions to proposal documents to the chairperson by the appropriate department(s)

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 GPC business. Subcommittees will draw on the various resources of the institution as needed.

Purpose and Responsibilities

General Statement of Purpose

As faculty have primary responsibility for the curriculum, the Graduate Program Council 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.

Roles and Areas of Responsibility

The primary responsibilities of the Graduate Program Council are to

1. Make recommendations to the vice president for academic affairs and the faculty regarding the addition, revision, and deletion of main campus and traditional day program graduate courses and programs, including the college's general education curriculum, certificates, and minors.
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 substantive 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 substantive 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. Approve transfer articulation agreements.

Definitions of Substantive versus Minor Changes

Substantive Change

Substantive changes to SAGE graduate program curriculum **must** be presented to the Graduate Program Council by the appropriate chairperson, the appropriate academic dean or the VPAA as a formal proposal for review and approval. (See Appendix I, Program Change Form [Form B], Course Outline Review Report of Changes [Form E], and New or Existing Course Change forms [Form F and G]).

Substantive 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).

No substantive change shall be approved without a formal recommendation from the affected academic department(s).

Minor Changes

Departments only need to report minor changes to the Graduate Program Council 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

Academic departments should consult with the Registrar's Office on proposed changes to course numbers, titles, and cross listing.

New Degree Program Approval Process
GRADUATE ACADEMIC PROGRAM DEVELOPMENT PROCESS

- Step 1: Formulate Idea Based on Perceived Need: Market, Institutional
- Step 2: Formulate Program Goal, Objectives, and Structure
- Step 3: Submit Program to Appropriate Department(s) for Preliminary Approval
- Step 4: Measure Need
- Step 5: Modify Program Goals, Objectives, Structure according to Step 3 if Necessary
- Step 6: Submit Program to Appropriate Department(s) for Review
- Step 7: Submit to Graduate Program Council for Preliminary Approval
- Program description
 - Assessment of need
- Step 8: Submit to APQC for Preliminary Approval
- Step 9: Write Graduate Course Outlines
- Step 10: Submit Program Structure and Course Outlines to Appropriate Academic Department for Final Approval
- Step 11: Submit Program Proposal to Graduate Program Council for Final Approval
- Program Description
 - Program abstract
 - Program Objectives
 - Degree requirements
 - Admissions requirements
 - Sample course plan
 - Relevant NYSED or other relevant requirements for the program
 - Course outlines
- Step 12: Submit Program Structure and Course Outlines to APQC for Final Approval
- Step 13: Decide Administrative Details
- Sample program schedule of courses: 2 years, 4years, or as appropriate for graduate program;
 - Sample program review sheet;
 - Sample of typical full-time/part-time schedule;
 - List and cvs (with appropriate licensure information) of faculty;
 - List which faculty teach which course;
 - Admissions standards and procedures;
 - List of supporting materials (ex. library, equipment, etc. - both on hand and to be acquired);
 - Student mentoring / advising protocol.
- Step 14: New Program Proposal and Master Plan Amendment (if Necessary) Written
- Step 15: Submit Program to VPAA for Final Approval
- Step 16: Submit Proposal To NYSED-Approved Outside Evaluators

- Respond to Evaluators' Comments
- Step 17: Submit To NYSED
- Proposal, Master Plan Amendment, Evaluators' Comments, Evaluator=s Resume, and Medaille's Response to Evaluators' Comments
 - Respond to NYSED's comments if necessary

The Institutional Research and Planning serves as the facilitator and resource for new program development. Formal involvement of the Office begins with Step 13, although it is available for assistance for Steps 1 through 12. The latter has traditionally been the process.

Revised October 17, 2007 by GPC

GRADUATE PROGRAM COUNCIL MANUAL APPENDICES

Appendix I. Forms A through K
Appendix II. NYSED Guidelines for Changes
Appendix III. New Program Assessment

**Graduate Program Council (FORM A)
GPC Action Cover Sheet**

To: Vice President for Academic Affairs
CC: Academic Program Quality Council
From: Name of Chair, Graduate Program Council
Date:

At its meeting of _____, the voting members of the Graduate 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 council, 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.

Graduate Program Council

Motion:

VPAA

Approved: ____

Denied: ____

VPAA Comments:

Motion:

Approved: ____

Denied: ____

VPAA Comments:

Vice President for Academic Affairs

Date

Graduate Program Council (FORM B) Program Change Form for Graduate Catalog

PROGRAM CHANGE FORM FOR GRADUATE CATALOG

Program Name _____
 Catalog Page Number _____
 Date _____

Submitted By _____
 Copies to _____

CATEGORY OF CHANGE	PRESENT CATALOG INFORMATION	NEW CATALOG INFORMATION
<p><input type="checkbox"/> Program Description</p> <p><input type="checkbox"/> Credit Distribution</p> <p><input type="checkbox"/> Concentration</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Delivery Method</p> <p><input type="checkbox"/> Program Addition</p> <p><input type="checkbox"/> Program Deletion</p> <p><input type="checkbox"/> Articulation agreements</p>		

Graduate Program Council (FORM C) Course Outline

Medaille College
30 Wilson Rd.
Williamsville, New York 14221

Course Outline

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 (Be specific*)

G. Suggested Methods for Evaluating Student Learning

H. Instructor References

Graduate Program Council (FORM D) Course Syllabus Form

Medaille College
30 Wilson Rd.
Buffalo, New York 14221

COURSE SYLLABUS

Course Number: _____ Course Title: _____
Section: _____ Semester: _____
No. of Credits: _____
Prerequisites: _____
Instructor: _____
Instructor Availability: _____

Please note: Grading of student papers will reflect Standard English usage. The APA bibliographic style is used at Medaille.

Statement on Disabilities

Any student with a disability who believes he/she needs accommodation(s) in order to complete this course should contact the Academic Support Center as soon as possible. The staff in the Academic Support Center will determine what accommodations are appropriate and reasonable under the Americans with Disabilities Act. The Academic Support Center is located in Huber Hall, Room H107, and can be reached by phone at (716) 880-2338.

Academic Integrity

Medaille College expects students to fulfill academic assignments independently and honestly. Any cheating, plagiarism, or other forms of academic dishonesty at Medaille College will be penalized, with sanctions ranging from an "F" on a specific assignment to expulsion from the College.

Campus Emergency Closure

In the event of a campus emergency closure, please log on to your Bb Vista course link at <http://learning.medaille.edu> to continue with your course requirements and to communicate with your instructor. You should access this course link early in the semester to familiarize yourself with it. Report any access or usage problems to the course instructor.

A. Catalog Description of Course:

B. Student Learning Objectives:

C. Outline of Course Content (to include, but not limited to, content from the Course Outline):

D. Means of Assessing Student Learning:

E. Course Attendance Policy:

F. Textbooks:

G. Suggested Reading List:

H. Other Specifications, Requirements or Arrangements Appropriate to the Course

Graduate Program Council (FORM E) Cover sheet for all courses submitted to GPC

MEDAILLE COLLEGE
30 Wilson Rd
BUFFALO, NEW YORK 14221

Program Name: _____ Submitted by: _____ Date: _____

COURSE OUTLINE REVIEW REPORT OF CATALOG AND OTHER CHANGES FOR NEW AND EXISTING COURSES*

Catalog Course No. & Title	Changes Indicated by an "X"												
	No.	Title	Descr.	Credit Hours	Prereq.	Semester Offered	Goals	Object.	Content	Texts	Materials/ media	Eval. Student Learning	Instructor references

*Indicate above by * any new course not in current academic catalog (20__-20__)

Graduate Program Council (FORM F) Graduate Catalog Revision New Course or Existing Course Change Form

**GRADUATE CATALOG REVISION
NEW COURSE or EXISTING COURSE CHANGE FORM***

Program Name: _____ Submitted By: _____
 Catalog Page Number(s): _____ Copies to: _____
 Fee for course, if any: _____ Date: _____

	PRESENT CATALOG INFORMATION	NEW CATALOG INFORMATION
COURSE NUMBER		
COURSE TITLE		
COURSE DESCRIPTION		
CREDIT HOURS		
PREREQUISITES		
SEMESTER(S) OFFERED		

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

Graduate Program Council (FORM G) Existing Course Change Form: Content Revisions

EXISTING COURSE CHANGE FORM: CONTENT REVISIONS

Program Name: _____ Submitted By: _____ Date: _____

	Present Outline Information	New Outline Information
Course Number		
Course Title		
Course Goals		
Student Learning Objectives		
Course Content		

**Graduate Program Council (FORM H) Comprehensive
Curriculum Revision and New Proposal Cover Sheet and Checklist**

COMPREHENSIVE CURRICULUM PROPOSAL COVER SHEET & CHECKLIST

Title of Program/Degree/Certificate: _____

Contact Person: _____ Date: _____

Checklist:

1. Narrative (use New Degree Program Approval Process Steps 1 and 2 as guidelines)
2. Supporting Documentation
3. Catalog Information Program Change (Form B and attach form)
4. Course Outlines (Form C; attach Form E)
5. Comprehensive Student Degree-Program Completion Schedule (Form I)
6. Program Sheet for Degree Audit (Form J)
7. Faculty Qualifications-Course Matrix (Form K)

Graduate Program Council (FORM I)
Comprehensive Student Degree-Program Completion Schedule
Comprehensive Student Degree-Program Completion Schedule

Program Name: _____ **Submitted by:** _____ **Date:** _____

Using the table below, show semester by semester, the recommended, standard sequencing of all degree-program courses a student should follow as a guideline in order to complete all required coursework for graduation in a timely and educationally appropriate order. For each semester, indicate not only mandatory and elective courses in the academic program. Students should be able to use the schedule as a tool with their academic advisor to engage in two to four year planning and as a reliable (but unofficial) self-graduation audit form.

FALL 1		SPRING 1		FALL 2		SPRING 2	
COURSE TITLE	CREDITS						
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	
FALL 3		SPRING 3		FALL 4		SPRING 4	
COURSE TITLE	CREDITS						
TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS		TOTAL CREDITS	

[insert month/year here]
cc: Program Director, Registrar, Student

Graduate Program Council (FORM J) Medaille College Program Sheet for Graduation Audit

Student's Name											
Anticipated semester/year of degree completion											
	Medaille Course: Sem/Year	Transfer Course: Sem/Year	# Credits Earned	Grade		B. Field Experience (XX Credits)	Medaille Course: Sem/Year	Transfer Course: Sem/Year	# Credits Earned	Grade	
I. Major Requirements (XX Credits)											
A. Course Work (XX Credits)											
						B. Electives (XX Credits)					
						Transfer Credits Accepted:					
						Date:					
						Registrar's Signature					
						Notes:					

Template for sample purposes only

FACULTY QUALIFICATIONS-COURSE MATRIX (FORM K)

FACULTY NAMES	DEGREE	AREA OF EXPERTISE	COURSES IN PROGRAM											

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 a graduate 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) from 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.

**APPENDIX III
NEW PROGRAM ASSESSMENT**

DATE: _____

PROGRAM: _____

Directions: For each performance domain select a value from 1 to 5 that best reflects your assessment. Please provide comments in the space after the numbered items. If you feel you cannot respond to a query, please do not mark a box and indicate why under "comments".

CODE	
1	Strongly Disagree
2	Disagree
3	Neither Disagree nor Agree
4	Agree
5	Strongly Agree

Performance Domain	Mark appropriate box with an X					Comments
	1	2	3	4	5	
Standard 1: Relation to Mission and Strategic Goals						
1. The program is congruent with the College's mission, aspiration, and goals.						
2. The program is significantly different from existing programs and local competition. (Would enhance or complement existing programs).						
3. This program would provide a strategic competitive advantage for the College.						
Standard 2: Program Demand						
4. There is evidence of a regional need for this program. (Indicate demographics, surveys, or data on which your assessment is based.)						
5. There is a local market of appropriate students. (Indicate basis of assessment)						
6. Local competition for this program is minimal and/or reasonable						
7. There is evidence of long- and short-term employment prospects for graduates of this program. (Indicate evidence)						
Standard 3: Student Learning, Curricula, and Faculty						
8. The College will be able to attract students with the necessary qualifications to succeed.						
9. The curriculum will attract students with the necessary qualifications to succeed.						
10. We have the necessary faculty expertise to review, write, and deliver this curriculum/						
11. This program would not over-extend faculty and faculty resources that are required for core student needs.						
Standard 4: Opportunity and Risk Analysis						
12. This program provides a significant opportunity to increase net new revenue						
13. Program start-up costs are adequately thought out.						
14. Potential net new revenue is enough to justify the risks.						

