

Program and Policy Approval Processes

The shared governance approval of the revised General Education program at the University of Arizona involved two components: (1) approval of the revised program itself, and (2) approval of the University of Arizona policy revisions necessitated by the creation of a new General Education program.

The streamlined shared governance process for program approval at the University of Arizona is shown in Figure 1. This process is largely the same as the one that was in place prior to 2020; however, we have worked to streamline the process in order to create a timelier approval process. This work involved clarifying the expected review conducted at each step in the process, removing some committees, e.g., Provost Cabinet, from the formal approval queue, and dramatically reducing the amount of information required in the full proposal submission form. In addition, we added a preliminary review process that involves the submission of a very simple preliminary review form that is quickly vetted by Curricular Affairs and the finance team in the Office of the Provost. This allows for early feedback, prior to creation of a detailed full proposal, which serves to improve the quality of the full proposal.

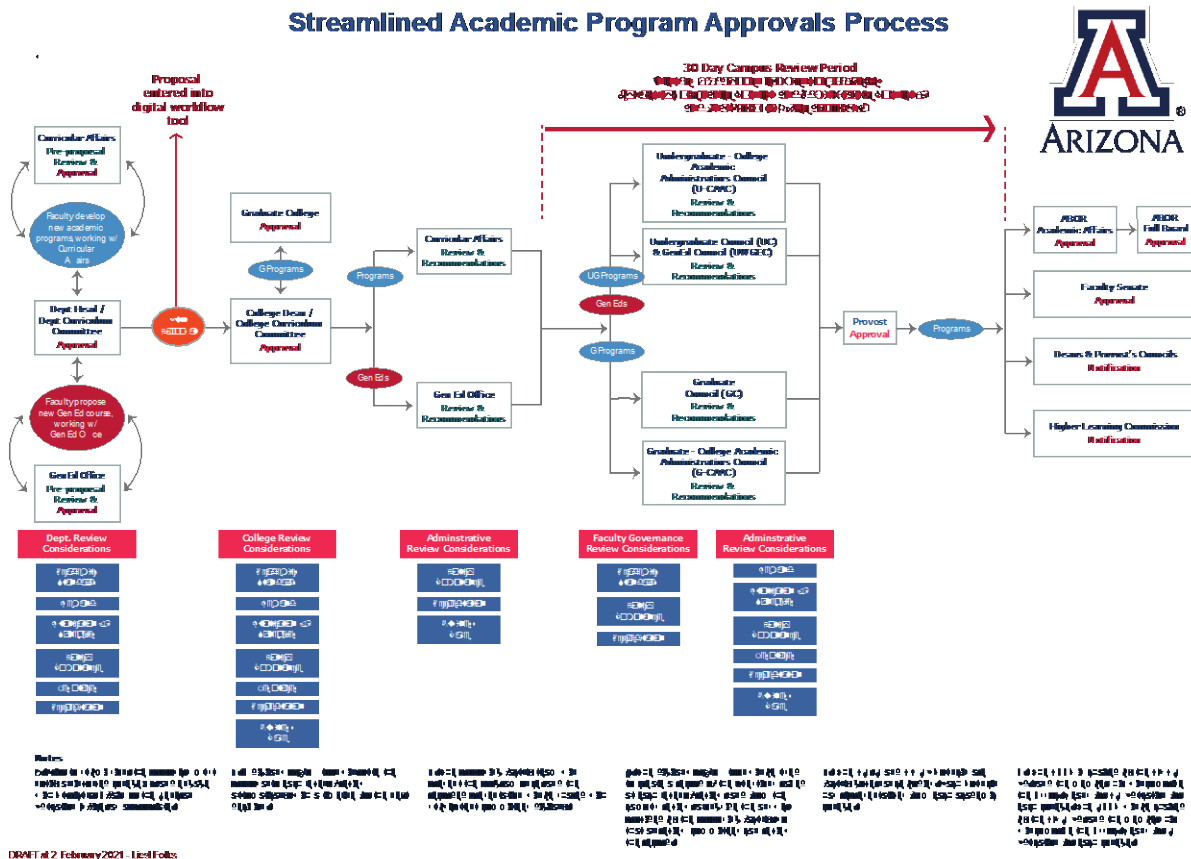


Figure 1. The new program approval process in use at the University of Arizona since 2020.

A few things to note regarding the approval process are:

- Proposals are processed in parallel by the Undergraduate (or Graduate) College Academic Administrator's Council and the Undergraduate (or Graduate) Council, as well as the University Wide General Education Council (if applicable).
- As soon as a proposal passes through the appropriate College Academic Administrator's Council, it is forwarded (in parallel) to the ABOR Academic Affairs Subcommittee, and the University of Arizona Faculty Senate, for consideration at the next scheduled meeting for both groups. This has been the practice at the University of Arizona since 2018, and probably earlier.
- ABOR only asserts approval over a few categories of policy. Thus, most of the University of Arizona policy approvals are NOT forwarded to ABOR. This was the case for the policies revised as a part of the revised General Education program; they did NOT require ABOR approval.
- Course approvals do NOT go through this approval process, i.e., they are not reviewed by ABOR or by the University of Arizona Faculty Senate. New course approvals for non-General Education courses are processed by Curricular Affairs and the Office of the Registrar, and involve a 10-day campus-wide review. If concerns are brought up during the 10-day review cycle, Curricular Affairs attempts to work with the appropriate parties to resolve issues. New General Education courses are reviewed and approved by the University Wide General Education Council prior to the 10-day review cycle.

The 20 pages of forms required as a part of the University of Arizona full proposal approval process are attached in Appendix A, and the 2-page form required by ABOR is provided in Appendix B. Because significantly more information is required by the various committees involved in the internal University of Arizona approval process, the process of preparing the ABOR submission involves extracting relevant information from the internal documents.

Appendix

A. Forms required by the University of Arizona

- I. MAJOR REQUIREMENTS– complete the table below by listing the major requirements, including required number of units, required core, electives, and any special requirements, including emphases* (sub-plans), thesis, internships, etc. Note: information in this section must be consistent throughout the proposal documents (comparison charts, four-year plan, curricular/assessment map, etc.). Delete the **EXAMPLE** column before submitting/uploading. Complete the table in Appendix A if requesting a corresponding minor/Master’s.

UNDERGRADUATE

Total units required to complete the degree	EXAMPLE	120
Upper-division units required to complete the degree		42
Foundation courses		
Second language		2 nd Semester Proficiency
Math		G-Strand

<p>General education requirements</p>	<p>2 courses/ 6 units- Tier I 150 (INDV) 2 courses/ 6 units-Tier I 160 (TRAD) 2 courses/ 6 units-Tier I 170 (NATS)</p> <p>3 units-Tier II Arts 1 course/ 3 units-Tier II Humanities 1 course/ 3 units-Tier II Individuals and Societies 0 courses/0 units-Tier II Natural Sciences (per college exception)</p>
<p>Pre-major? (Yes/No). If yes, provide requirements. Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.</p>	<p>Yes. Complete the following coursework:</p> <ul style="list-style-type: none"> -CHEM 151 (4) General Chemistry I -CHEM 152 (4) General Chemistry II <p>Complete 1 course from the following:</p>
	<ul style="list-style-type: none"> -PHYS 140 (3) Introductory Mechanics -PHYS 141 (4) Introductory Mechanics

List any special requirements to declare or gain admission to this major (completion of specific coursework, minimum GPA, interview, application, etc.)		<p>-Complete all pre-major coursework with 2.5 GPA.</p> <p>-Complete interview with department.</p> <p>-Submit career path vision statement.</p>
Major requirements		
Minimum # of units required in the major (units counting towards major units and major GPA)		56
Minimum # of upper-division units required in the major (upper division units counting towards major GPA)		38
<u>Minimum # of residency units to be completed in the major</u>		18
Required supporting coursework (courses that do not count towards major units and major GPA, but are required for the major). Courses listed must include prefix, number, units, and title. Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.		<p>List all required supporting coursework.</p> <p>-MATH 129 (3) Calculus II</p> <p>Complete 1 of the following:</p> <p>-PHYS 240 (3) Introductory Electricity and Magnetism</p> <p>-PHYS 241 (4) Introductory Electricity and Magnetism</p>
Major requirements. List all major requirements		<p>List all required major coursework.</p> <p>For example:</p>

including core and electives. If applicable, list the emphasis requirements for each proposed emphasis*. Courses listed count towards major		
units and major GPA. Courses listed must include prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.		<p>Fire Services Core: Complete 2 courses (6 units) -(New)FIRE 345 (3) Introduction to Fire -(New) FIRE 346 (3) Advanced Fire</p> <p>Fire Management Electives: Complete 18 units from the following. Limit of 6 units from house-numbered coursework may be used towards this requirement :</p> <p>Select one emphasis from: Fire Management Fire Safety Education General</p>
Internship, practicum, applied course requirements (Yes/No). If yes, provide description.		Yes. Complete 6 units: FIRE 493 (6) Fire Fighting Internship. Students complete internship at a fire station.
Senior thesis or senior project required (Yes/No). If yes, provide description.		Yes. Complete 6 units: FIRE 498 (6) Fire Senior Thesis
Additional requirements (provide description)		-Present Senior Thesis and Internship experience at departmental conference.
Minor (specify if optional or required)		Optional

Any double-dipping restrictions (Yes/No)? If yes, provide description.		Yes, major core courses not permitted to double-dip.
--	--	--

GRADUATE

Total units required to complete the degree		EXAMPLE 60
---	--	----------------------

Pre-admissions expectations (i.e., academic training to be completed prior to admission)		Earned bachelor's degree; training in field; statement of purpose
Major requirements. List all major requirements including core and electives. If applicable, list the emphasis requirements for each proposed emphasis*. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.		<p>Complete 12 units of core coursework: -ECOL 547 (3) Introduction to Theoretical Ecology -ARE 631 (3) Arts-based Research -MAS 587 (3) Chicana Gender Perspectives -DNC 500 (3) Dance and Culture</p> <p>Complete 18 units of electives from the following list. At least 3 units must be internship or practicum. Limit of 9 units of independent study may be used towards this requirement.:</p> <p>Complete 12 units of theory and method coursework from the following list: Complete 18 units of dissertation :</p>
Research methods, data analysis, and methodology requirements (Yes/No). If yes, provide description.		Yes. Students complete 12 units of theory and method in the field.

Internship, practicum, applied course requirements (Yes/No). If yes, provide description.		Yes. Students complete 3 units of an internship or practicum in the field.
Master thesis or dissertation required (Yes/No). If yes, provide description.		Yes. Students complete 18 units of dissertation.
Additional requirements (provide description)		Written and oral comprehensive examinations Oral dissertation defense
Minor options (as relevant)		No required minor options. Open options.

*Emphases are officially recognized sub-specializations within the discipline. [ABOR Policy 2-221 c. Academic Degree Programs Subspecializations](#) requires all undergraduate emphases within a major to share at least 40% curricular commonality across emphases (known as “major core”). Total units required for each emphasis must be equal. Proposed emphases having similar curriculum with other plans (within department, college, or university) may require completion of an additional comparison chart. Complete the table found in Appendix B to indicate if emphases should be printed on student transcripts and diplomas.

- II. CURRENT COURSES—using the table below, list all existing courses included in the proposed major. You can find information to complete the table using the [UA course catalog](#) or [UAnalytics](#) (Catalog and Schedule Dashboard> “Printable Course Descriptions by Department” On Demand Report; right side of screen). If the courses listed belong to a department that is not a signed party to this implementation request, upload the department head’s permission to include the courses in the proposed program and information regarding accessibility to and frequency of offerings for the course(s). Upload letters of support/emails from department heads to the “Letter(s) of Support” field on the UAccess workflow form. Add or remove rows to the table, as needed.

Course prefix and number (include crosslistings)	Units	Title	Pre-requisites	Modes of delivery (online, inperson, hybrid)	Typically Offered (F, W, Sp, Su)	Dept signed party to proposal? (Yes/No)
--	-------	-------	----------------	--	----------------------------------	---

V. NEW COURSES NEEDED – using the table below, list any new courses that must be created for the proposed program. If the specific course number is undetermined, please provide level (i.e., CHEM 4XX). Add rows as needed. Is a new prefix needed? If yes, see below table.

Course prefix and number (include crosslistings)	Units	Title	Prerequisites	Modes of delivery (online, inperson, hybrid)	Status*	Anticipated first term offered	Typically Offered (F, W, Sp, Su)	Dept signed party to proposal? (Yes/No)	Faculty members available to teach the courses

*In development (D); submitted for approval (S); approved (A)

a. Subject description for new prefix (if requested). Include your requested/preferred prefix, if any:

VI. FACULTY INFORMATION- complete the table below. If UA Vitae link is not provided/available, add CVs to a Box folder and provide that link. UA Vitae profiles can be found in the [UA directory/phonebook](#). Add rows as needed. Delete the **EXAMPLE** rows before submitting/uploading. NOTE: full proposals are distributed campus-wide, posted on committee agendas and should be considered “publicly visible”. Contact [Office of Curricular Affairs](#) if you have concerns about CV information being “publicly visible”.

Faculty Member	Involvement	UA Vitae link or Box folder link
EX: Joan Smith	Teach FIRE 388	Box folder link
EX: Mike Smith	Teach FIRE 387, Faculty advisor, Internship supervisor	UA Vitae link

VII. GRADUATION PLAN – provide a sample degree plan, based on your program that includes all requirements to graduate with this major and takes into consideration course offerings and sequencing. *Undergraduate programs: please complete [Addendum D: 4-Year Plan for Degree Search](#). Use generic title/placeholder for requirements with more than one course option (e.g., Upper Division Major Elective, Minor Course, Second Language, GE Tier 1, GE Tier 2).* Add rows as needed.

Semester 1		Semester 2		Semester 3		Semester 4	
Course prefix and number	Units	Course prefix and number	Units	Course prefix and number	Units	Course prefix and number	Units
Total		Total		Total		Total	

Semester 5		Semester 6		Semester 7		Semester 8	
Course prefix and number	Units	Course prefix and number	Units	Course prefix and number	Units	Course prefix and number	Units
Total		Total		Total		Total	

VIII. Curriculum Map and Assessment Map - Complete this table as a summary of your learning outcomes and assessment plan, using these examples as a model. If you need assistance completing this table and/or the Curriculum Map, please contact the [Office of Instruction and Assessment](#). Attach your Curriculum Map here.

Program: BA Political Science

Learning Outcome #1: Students will be able to critically analyze political information given an important issue in modern U.S. society.
Concepts: Students will apply political science concepts learned in core courses.
Competencies: Students will demonstrate critical analysis skills.
Assessment Methods: This outcome will be assessed in the Capstone course portfolio and an Exit Survey distributed to graduating students.
Measures: An analytic rubric will be used to evaluate this outcome in the Capstone course portfolio. Students will be asked to self-assess their attainment of this outcome.
Learning Outcome #3: Students will be able to communicate effectively orally and in writing.
Concepts: Students will effectively communicate political science concepts learned in core courses.
Competencies: Students will demonstrate effective written and oral communication skills.
Assessment Methods: This outcome will be assessed in the Capstone course portfolio and an Exit Survey distributed to graduating students.
Measures: An analytic rubric will be used to evaluate this outcome in the Capstone course portfolio. Students will be asked to self-assess their attainment of this outcome.
Learning Outcome #
Concepts:
Competencies:
Assessment Methods:
Measures:
Learning Outcome #
Concepts:

Competencies:
Assessment Methods:
Measures:
Learning Outcome #
Concepts:
Competencies:
Assessment Methods:
Measures:
Learning Outcome #
Concepts:
Competencies:
Assessment Methods:
Measures:
Learning Outcome #
Concepts:
Competencies:
Assessment Methods:
Measures:

- IX. PROGRAM ASSESSMENT PLAN- using the table below, provide a schedule for program evaluation 1) while students are in the program and 2) after completion of the major. Add rows as needed. Delete **EXAMPLE** rows.

Assessment Measure	Source(s) of Evidence	Data Collection Point(s)
EXAMPLE: Job Placement Statistics	Student/Alumni Survey	At graduation and as part of alumni survey
EXAMPLE: Academic Program Review	Reviewers' responses	Every 7 years

- X. ANTICIPATED STUDENT ENROLLMENT-complete the table below. What concrete evidence/data was used to arrive at the numbers?

5-YEAR PROJECTED ANNUAL ENROLLMENT					
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Number of Students					

Data/evidence used to determine projected enrollment numbers:

- XI. ANTICIPATED DEGREES AWARDED- complete the table below, beginning with the first year in which degrees will be awarded. How did you arrive at these numbers? Take into consideration departmental retention rates. Use [National Center for Education Statistics College Navigator](#) to find program completion information of peer institutions offering the same or a similar program.

PROJECTED DEGREES AWARDED ANNUALLY					
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Number of Degrees					

Data/evidence used to determine number of anticipated degrees awarded annually:

- XII. PROGRAM DEVELOPMENT TIMELINE- describe plans and timelines for 1) marketing the major and 2) student recruitment activities.
- IX. Program Fees and Differential Tuition (PFDT) Request – For implementation of fees, you must work with [University Fees](#). The annual deadline is December 1. For any questions, please contact the [University Fees Program Manager](#).

Appendix A. Minor or Master's Requirements. Complete if requesting a corresponding minor/master's. Delete **EXAMPLE** column and verbiage as it applies to your level degree (i.e., undergraduate vs graduate) before submitting.

MINOR

Minimum total units required	EXAMPLE	18
Minimum upper-division units required		9

<p>Total transfer units that may apply to the minor</p>	<p>9</p>
<p>List any special requirements to declare/admission to this minor (completion of specific coursework, minimum GPA, interview, application, etc.)</p>	<ul style="list-style-type: none"> -Meet with departmental interview committee -Complete all pre-requisite coursework
<p>Minor requirements. List all minor requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house</p>	<p>List all required coursework. For example: Actuary core: Complete 2 courses (6 units): -(NEW) ACTU 123 (3) Introduction to Actuarial Sciences -(NEW) ACTU 345 (3) Advanced Actuarial Methods</p> <p>Actuary Electives: Complete 12 units from the following:</p>

<p>number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.</p>	
<p>Internship, practicum, applied course requirements (Yes/No). If yes, provide description.</p>	<p>Yes. Complete 3 units of internship or practicum with a local firm.</p>
<p>Additional requirements (provide description)</p>	<p>Complete and submit "Actuary Minor Reflection Paper"</p>
<p>Any double-dipping restrictions (Yes/No)? If yes, provide description.</p>	<p>Yes, minor coursework may not double dip with another minor.</p>

MASTER'S

Degree type		<p style="text-align: center;">EXAMPLE</p> <p style="text-align: center;">Master of Science</p>
Available for direct admission (Yes/No)? If yes, provide pre-admission expectations.		Yes, earned bachelor's degree; training in field; statement of purpose
Total units required to complete degree		30
<p>Major requirements. List all major requirements including core and electives. If applicable, list the emphasis requirements for each proposed emphasis*. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.</p>		<p>Complete 12 units of core coursework: -ECOL 547 (3) Introduction to Theoretical Ecology -ARE 631 (3) Arts-based Research -MAS 587 (3) Chicana Gender Perspectives -DNC 500 (3) Dance and Culture</p> <p>Complete 3 units of methodology from the following list:</p> <p>Complete 9 units of electives from the following list. At least 3 units must be internship or practicum. Limit of 3 units of independent study may be used towards this requirement.:</p> <p>Complete 6 units of master thesis:</p>

Research methods, data analysis, and methodology requirements. (Yes/No). If yes, provide description.		Yes, complete 3 units of methodology coursework.
Internship, practicum, applied course requirements (Yes/No). If yes, provide description.		Yes, complete at least 3 units of internship at an organization in the field of study.
Master thesis required (Yes/No). If yes, provide description.		Yes, complete 6 units of master thesis.
Additional requirements (provide description)		Written comprehensive examination. Oral defense of master thesis.
Minor options (as relevant)		Minor not required. Open options.

Appendix B. Emphasis Print Information-if applicable, complete the table below to indicate if proposed emphases should be printed on transcript and diploma. Add rows as needed. Note: emphases are displayed on transcript and diplomas as “ _____ Emphasis”. Delete **EXAMPLE** row before submitting.

Emphasis	Print on transcript	Print on diploma
EX: Fire Safety	Yes	Yes



BUDGET PROJECTION FORM

Name of Proposed Program or Unit:

Budget Contact Person:	Projected		
	1st Year 20__ - 20__	2nd Year 20__ - 20__	3rd Year 20__ - 20__
METRICS			
Net increase in annual college enrollment UG			
Net increase in college SCH UG			
Net increase in annual college enrollment Grad			
Net increase in college SCH Grad			
Number of enrollments being charged a Program Fee			
New Sponsored Activity (MTDC)			
Number of Faculty FTE			
FUNDING SOURCES			
Continuing Sources			
UG RCM Revenue (net of cost allocation)			
Grad RCM Revenue (net of cost allocation)			
Program Fee RCM Revenue (net of cost allocation)			
F and A Revenues (net of cost allocations)			
UA Online Revenues			
Distance Learning Revenues			
Reallocation from existing College funds (attach description)			
Other Items (attach description)			
Total Continuing	\$ -	\$ -	\$ -
One-time Sources			
College fund balances			
Institutional Strategic Investment			
Gift Funding			
Other Items (attach description)			
Total One-time	\$ -	\$ -	\$ -
TOTAL SOURCES	\$ -	\$ -	\$ -
EXPENDITURE ITEMS			
Continuing Expenditures			
Faculty			
Other Personnel			
Employee Related Expense			
Graduate Assistantships			
Other Graduate Aid			
Operations (materials, supplies, phones, etc.)			
Additional Space Cost			
Other Items (attach description)			
Total Continuing	\$ -	\$ -	\$ -
One-time Expenditures			
Construction or Renovation			
Start-up Equipment			
Replace Equipment			
Library Resources			
Other Items (attach description)			
Total One-time	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -
Net Projected Fiscal Effect	\$ -	\$ -	\$ -

B. Form required by ABOR for New Program Approval

Request to Establish New Academic Program in Arizona

Please complete all fields. Boxes may be expanded to accommodate longer responses. Clarifying field descriptions can be found below. Should you have any questions or concerns, please email Helen Baxendale, Director of Academic Affairs and Policy at helen.baxendale@azregents.edu

University:

<p>Name of Proposed Academic Program:</p>
<p>Academic Department: The name of the academic department or unit that will primarily administer the academic program. If the proposed program will be jointly administered across more than one department, please list the(se) additional department(s).</p>
<p>Geographic Site: The physical site (campus, extended campus, etc.) or modality where the academic program will be primarily delivered or administered.</p>
<p>Instructional Modality: The primary modality of the academic program (i.e. immersion, online, hybrid).</p>
<p>Total Credit Hours: The number of credit hours required to complete the academic program</p>
<p>Proposed Inception Term: The term and year in which the program will be first delivered (i.e. Spring 2021; Fall 2022).</p>
<p>Brief Program Description: A short outline of the content and skills that the proposed program will deliver. A brief description of how the program fits into the institutional mission of the university. If relevant, please provide succinct information about existing related or complementary academic programming.</p>
<p>Learning Outcomes and Assessment Plan: Define the core concepts and competencies that the program will convey and stipulate how these key learning outcomes will be measured and assessed.</p>
<p>Projected Enrollment for the First Three Years: Please provide anticipated enrollment numbers for each of the first three years of the proposed program</p>
<p>Evidence of Market Demand: Please provide an estimate of the future state-wide and national demand for graduates of the proposed academic program. Please specify the source (e.g. Burning Glass; Jobs EQ; US Department of Labor) of workforce demand data and detail the assumptions that underpin these projections. If job market data is unavailable or not applicable please explain why and elaborate another justification for the proposed program.</p>
<p>Similar Programs Offered at Arizona Public Universities:</p>

List existing programs at Arizona public universities that deliver similar concepts and competencies to the proposed new program.		
Objection(s) Raised by Another Arizona Public University? YES NO		
Has another Arizona public university lodged a written objection to the proposed program with the proposing university and the Board of Regents within seven days of receiving notice of the proposed program?		
If Yes, Response to Objections: Please provide details of how the proposing university has addressed the objection. If the objection remains unresolved, please explain why it is in the best interests of the university system and the state that the Board override it.		
New Resources Required? (i.e. faculty and administrative positions; infrastructure, etc.): Please provide an estimate of the personnel and infrastructure requirements of the proposed new program and the corresponding costs. Please specify if the proposed program requires new resources (e.g. new faculty lines; a new laboratory; new teaching assistantships or scholarships) or whether resource needs may be met through the reassignment or extension of existing ones. If resource extension or reassignment will impact extant programs and/or operations, please make this clear.		
Plan to Request Program Fee/Differentiated Tuition? YES NO		
Estimated Amount:		
Program Fee Justification: If planning to levy a program fee, please justify the estimated amount.		
Note: The fee setting process requires additional steps, and forms need to be completed. Please work with your university and the ABOR Finance team (Leatta.McLaughlin@azregents.edu) to complete a fee request.		
Specialized Accreditation? YES NO		
Accreditor: The name of the agency or entity from which accreditation will be sought		