

ACTION ITEM

Agenda Item No. 4.1 Process for Early Notice of New Academic Programs

Background

Proposed new academic programs proceed through a series of internal steps, first to proceed with development and then to approve a full new program request. Following the Provost's approval of the full program request, the new program documents are submitted to the Academic Quality and Student Success Committee (AQ&SS) of the Board of Trustees. If supported, they are then included in the full Board meeting for approval. The proposal is then submitted to Statewide Provost Council for their recommendation to the OCOP and then HECC, which has final approval. Depending on the specific program details, the NWCCU may also need to be notified.

In May 2019, the Statewide Provost Council and Oregon Council of Presidents approved a document 'Ensuring Appropriate Collaboration on Significant Program Changes'. Included in this document is an added step in the process – 'the Provost for the proposing university will discuss the proposal briefly at a Statewide Provosts Council (SPC) meeting. This will include circulating a summary document—ideally no more than two pages—on the program prior to the meeting'. This document constitutes early notice and is provided to the HECC for informational purposes only.

The intent of the new process is to formalize the avenue for the Provost to inform the AQ&SS for an early "heads-up" on programs that are being contemplated and on the radar of Provost and the faculty, prior to informing the SPC. The purpose of such a conversation is to give the AQ&SS an opportunity to provide helpful feedback and raise any initial concerns regarding a potential program, especially pertaining to any deviation from mission, etc.

Staff Recommendation

After reviewing the background and materials, staff recommends the following motion:

“To approve a process for early notice dissemination to the Statewide Provost Council. The process will be the Provost, in consultation with the President, will inform the AQ&SS Chair of the early notice dissemination to the Statewide Provost Council. The Provost will also inform the full AQ&SS of new program planning and early notice at the next meeting of the AQ&SS. The Provost will continue the current process to bring the full proposal for review by the AQ&SS Committee and to the full Board for approval.”

and is authorized to veto any decision of the Faculty Senate.

Notwithstanding the President's statutory role as the president of the faculty, the faculty's statement of internal governance may provide for a member of the faculty to serve as the Faculty Senate's president or chair. The statement of internal governance is subject to amendment by the Board after notice to and consultation with the President and the Faculty Senate. Subject to the approval of the President, the statement of internal governance may also be amended as provided for in the statement of internal governance statement, but no more often than annually.

d. Administrative Council

The Board recognizes the Administrative Council as the internal representative body of the Oregon Tech unrepresented, unclassified, administrative staff. In order to set forth its internal processes for participating in shared governance, the Administrative Council is authorized, consistent with law and the Policies and actions of the Board, to formulate a statement of internal governance expressed as a constitution or in another appropriate format. The statement of internal governance must be consistent with applicable law and the Policies and actions of the Board.

e. Associated Students of Oregon Institute of Technology

The Board recognizes the ASOIT as the recognized student government. To set forth its internal processes for participating in shared governance, the ASOIT is authorized, consistent with law and the Policies and actions of the Board, to formulate a statement of internal governance expressed as a constitution or in another appropriate format. The statement of internal governance must be consistent with applicable law and the Policies and actions of the Board.

Section 4 Communication

a. The Board will, consistent with its Board Policy on the Conduct of Public Meetings, reserve specific time for one duly

