

Library Content and Resource Review Process for New Programs and Degrees¹

Passed Unanimously by FSCUL

9 March 2017

When a school or the College plans to submit to the Faculty Senate for final approval a proposal for a new CWRU program or degree, the sponsor (e.g., the school or one of its departments) must include in its submission materials a "library resource assessment report" regarding the adequacy of library content and services to accommodate the academic requirements of the program or degree. This report must be prepared and certified by the appropriate library of the university, independent of any review conducted by the sponsoring school or one of its departments.

For interdisciplinary programs or degrees that span the scope of more than one of CWRU's libraries, the school or College should submit its proposal to the library primarily responsible for the program or degree. When in doubt, the school or College should submit the form to the Kelvin Smith Library. In all cases where there is a potential for interdisciplinary content (regardless of whether the program or degree is designed to be an interdisciplinary program or degree among two or more schools), the libraries of the university will coordinate their efforts so that the final report comprehensively addresses all library resources. The report will specify which library or libraries are affected, and to what extent.

To initiate this process, when the school or College is considering a program or degree proposal, it should submit that proposal as early as possible in the process to the appropriate library. Under most circumstances, it is likely that the library will need no additional information.

The following programs or degree proposals must be submitted to the library for review:

- new degree programs, regardless of whether or not they were previously a track in another registered program;
- new dual or multi-degree programs combining two or more University programs;
- new joint-degree programs with other universities and colleges, regardless of their location;
- new certificate programs;
- the addition of a significant on-line component to an existing degree or certificate program; and
- changes in the degree of a registered program.

It is **not** necessary to submit for review any proposed new courses, tracks or pathways that are within an existing program, unless that proposal will require approval by the Faculty Senate.

The responsible library will usually complete its review and return it to the school or College within three (3) weeks.

The library assessment will provide a statement concerning of the quality of the existing and required staffing and content resources to provide a minimum quality program. The content assessment will include printed media, e-books and e-journals, audio and/or video recordings, and other associated technologies that are available on campus or that are readily available through OhioLINK.

If additional resources are found to be necessary, the library will specify a plan (with dollar amounts) necessary to acquire these resources within a specified time frame. The library will indicate whether there are or are not current funds to purchase the needed resources.

The final report must include a letter from the director of the appropriate library of the University to certify the findings of the report.

At the conclusion of the library assessment, the library director will provide a letter with a five-year estimate of expenses for essential new content, services, and technology. The letter will be accompanied by the library assessment report. (See Appendix for a sample template for a library report.)

¹ Preparation of this document was enhanced by review of information provided by other universities with similar programs, including Columbia University, Colorado State University, Duke University, Johns Hopkins University, the University of California (Davis, Irvine), the University of Delaware, the University of Florida, the University of Illinois at Urbana-Champaign, the University of Notre Dame, the University of Toronto.

Appendix - Sample Template CWRU Libraries Resource and Service Assessment Report

Regarding New or Revised Programs and Degrees

Assessment for:

- Program level graduate undergraduate
 Degree Major Minor

Title of proposed program or degree: _____

Sponsor (School/College or Department): _____

[For interdisciplinary proposals, list all schools/College affiliated with the proposal, and the libraries covered under this report.]

Report prepared by: [Librarian]: _____ Date of Report: _____

ADEQUACY OF SERVICES

- Current library staff expertise (depth and availability) in the area of the new program or degree:
- Ability of the library to accommodate funder data management requirements (e.g., access to essential technology or media) to support the program or degree:

ADEQUACY OF CURRENT CONTENT AND ABILITY TO SUPPORT FUTURE NEEDS

- General strength of the current collection to accommodate new program needs, including major available content resources currently available:
- Minimum additional required resources required to accommodate the new program needs:

Content Category	Adequacy of Current Content Resources *	Additional Resources Required (list specific titles whenever possible)	One-time Cost to Fill Content Gaps	Recurring Cost to Fill Gaps for the next 5 years (including inflation)
<i>Books: Essential</i>				
<i>Books: Supplemental</i>				
<i>Journals: Essential</i>				
<i>Journals: Supplemental</i>				
<i>Databases: Essential</i>				
<i>Databases: Supplemental</i>				
<i>Media: Essential</i>				
<i>Media: Supplemental</i>				

* "Current content" includes content available through OhioLINK.