

School of Medicine Graduate Program Procedures

This document provides guidance for School of Medicine (SOM) faculty members submitting proposals for new graduate degree programs, graduate certificate programs or major revisions to existing graduate programs (defined as a >50% change in the program that was originally approved) that are based in the SOM. This does not include individual courses, MD program pathways or undergraduate programs. An individual faculty member or a group of faculty members may propose a new program or substantial changes to a degree or certificate. For group proposals, one faculty member must be designated as the “faculty sponsor” and serve as the main point of contact in the following processes.

*Please note that the following process gives the details for a full new degree program. Please consult the CWRU Academic Approval Matrix at the end of this document for details on what approvals are necessary for your curricular initiative. This matrix is also available here:
<https://docs.google.com/spreadsheets/d/1FLh5FvXxVSgsTUVHYuQslyI9zNu0GF0Nre98miKROUs/edit#gid=0>

1. Initial Inquiry and Consultation:

Once the faculty sponsor has developed a preliminary idea of the educational program goals, they should notify the Associate Dean of Graduate Education in the SOM (“Assoc. Dean”) in the Graduate Education Office (GEO) for a PhD program or the Assistant Dean of Educational Initiatives in the GEO for a master’s or certificate program. In addition to this first point of contact, the sponsor should notify his or her Department Chair.

- While developing the initial proposal, the Department Chair, appropriate committees and faculty within the hosting department or center should be consulted to ensure Departmental faculty approval.
- If the proposed initiative is considered to be a minor revision to an existing program, the faculty sponsor will be advised on the appropriate next step by the Assoc. Dean.
- If the proposed initiative is considered “new” or a “major revision,” the faculty sponsor should work closely with the Assoc. Dean of Graduate Education and/or Assistant Dean of Educational Initiatives to review the steps in the process and develop an approach to accomplishing these steps. For interdisciplinary proposals within the SOM, the discussions between SOM departments may be facilitated by the Assoc. Dean or Assistant Dean of Educational Initiatives. For proposals involving multiple schools, the Assoc. Dean and Assistant Dean of Educational Initiatives must be involved in all discussions from the start.

For more information regarding Ohio State requirements:

- Consult the Ohio Board of Regent’s (BOR) Guidelines and Procedures of Academic Program Review for more information.
 - https://www.ohiohighered.org/sites/ohiohighered.org/files/Academic-Program-Review-Guidelines_FINAL_042915.pdf
- There is additional information on graduate programs found in the Guidelines and Procedures for the Review and Approval of Graduate Degree Programs:
 - https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/racgs/documents/RACGS_Guidelines_113012.pdf

Please note that the process to gain all approvals for new courses and/or programs takes a substantial amount of time. Proposals that are well put together before submission with feedback from the Graduate Education Office will likely move through the process more rapidly.

2. Preliminary Proposal:

The faculty sponsor should submit a preliminary proposal describing the plans for the curricular initiative via email to the Assoc. Dean. This should be copied to the Assistant Dean of Educational Initiatives in the case of a master's program or certificate program. This proposal should include, at a minimum, the following elements. The following order and format is suggested as well to expedite the review process, although some may not be relevant and could be left out. The faculty sponsor should work closely with the Assoc. Dean or Assistant Dean of Educational Initiatives to address any concerns and to ensure sufficient information. It may or may not also be useful to contact the CWRU Dean of Graduate Studies and/or Deans from other schools for input at this time as well.

I. Introduction

- a. *Proposed title and degree designation, if applicable. Rationale for designation.*
- b. *Proposed effective semester and year.*
- c. *Department(s) involved.*
- d. *Brief description of its disciplinary purpose and significance.*

II. Proposed curriculum

- a. *Description of the proposed curriculum with total number of credit hours. If a master's program, please indicate if this is plan A or plan B.*
- b. *Details on how the curriculum was developed, including specific learning objectives and how they were developed. It is highly encouraged to include skills as well as specific knowledge gained, such as specific lab techniques, professional skills, etc.*
- c. *Description of requirements and electives, which should closely match the learning objectives stated.*
 - i. *Clearly state how many hours of coursework are required, as well as other requirements (e.g. internships, thesis or dissertation credits). It is sometimes helpful to have an "example curriculum" of how a student may choose to take classes to fulfill requirements.*
 - ii. *It should be clear which courses are required and how many credits are required vs. elective.*
 - iii. *Clearly state how many hours are graded vs. ungraded.*
 - iv. *Please note that for graduate degrees, it is expected that all courses are at the graduate level. Exceptions should be justified.*
- d. *Details on any courses that are not yet offered. Include Course Action Form. Please note for new courses, please offer a year lag time.*

III. Faculty and department information

- a. *List faculty sponsor and department. If this is a group proposal, list other faculty members and their departments.*
- b. *List any other SOM departments, CWRU schools, or administrative offices involved. You should have a letter of support from each.*
- c. *Describe administrative arrangements for the initiative.*
- d. *How is the proposed initiative important to the SOM and the involved departments?*
- e. *What is the relationship between the proposed initiative and the involved SOM departments' current programs (undergraduate and/or graduate)?*
- f. *What is the relationship between the proposed initiative and the involved CWRU schools' (outside the SOM) current programs (undergraduate and/or graduate)?*

IV. Evidence of need for the proposed curricular initiative

- a. Are there similar programs in the region or state addressing this need and potential duplication of programs in the region and/or state?
- b. What are the employment opportunities for graduates?
- c. What are the national and international competitive programs?
- d. What sets our program apart from others?

V. Admission information

- a. Define what is required for entry into your program, including prior degrees and/or coursework, and if there are required grades and/or standardized test scores.
- b. Describe the process for reviewing applications (e.g. committee or individual).

VI. Projected enrollment

- a. Define expected national and international enrollment targets over a 5 year period.
- b. Describe special efforts to enroll and retain underrepresented groups.
- c. Please speak with the Assistant Dean of Educational Initiatives or Assoc. Dean, as appropriate, about marketing strategies.

VII. Resources required

- a. Describe the availability and adequacy of the faculty, staff, facilities and other resources for the proposed curricular initiative. Plan to cover additional expenses needed.
- b. Describe the need for additional faculty, staff, facilities or other resources and the plans to meet this need, if applicable.

VIII. Expense and revenue

- a. Project expenses to launch initiative and description of ongoing expenses and expected revenue, preferably in table format.
- b. Provide evidence of institutional commitment and capacity to meet these expenses.

IX. Other expense and revenue questions

- a. Is the curricular initiative designed to be revenue generating?
 - i. If so, define the expected revenue beyond the cost of expenses, preferably in table format.
 - ii. If not revenue generating, identify likely sources and assess the near and long-term likelihood of raising funds to support the initiative in such categories as external and internal grants and philanthropy.
- b. Describe terms of expense or revenue sharing with other CWRU schools and/or administrative offices. Within the SOM, our current arrangement is for a portion of the tuition for each course to go to the teaching department. Programs are expected to comply with that agreement. Other agreements that deviate from any University or School of Medicine "norm" must be justified and included in letters from appropriate Chairs. There are currently no agreements for tuition sharing between schools. However, agreements for tuition sharing should be included as well as letters of supports from each school stating the accepted tuition sharing and availability of courses for students in this program. Our goal is to be collegial and offer the best programs and experiences for our students while at the same time being fair to the program host.

X. Required University and SOM Resources

- a. Summarize consultation with the appropriate staff on the availability of resources required to support this program and whether these are currently available.
 - i. For educational space, including laboratory or classrooms, contact Jill Stanley
 - ii. For library resources, including new journal subscriptions or need for books on reserve, contact Jessica DeCaro

- iii. For clinical resources, contact the appropriate Department Chair
 - iv. If you have any special needs or requests, contact the Graduate Education Office
 - v. As of 3/9/2017 you MUST have a Libraries Resource and Service Assessment Report with all new or revised programs or degrees. Contact Jessica DeCaro to have her review your proposal (you will need to send a draft of this proposal) and generate this assessment. This will be required for SOM approval.
- b. You should have a letter of support for each resource you need for your program

3. SOM Proposal Review:

- A [Program action form](#) should be filled out and submitted to the Assoc. Dean and/or Assistant Dean of Educational Initiatives:
<https://www.case.edu/registrar/media/caseedu/registrar/documents/forms/Program-Action-Form.doc>
- After preliminary approval from the Assoc. Dean or Assistant Dean of Educational Initiatives, the program action form and a clean version of the proposal will be sent to Office of Faculty Affairs and Human Resources (c/o Asst. Dean Nicole Deming) from the SOM Graduate Education Office. All supporting documentation, such as letters of support, should also be included. It is best for all these documents to be in a single PDF.
- The Asst. Dean will convene a meeting of the *ad hoc* graduate program review committee. This committee will review your proposal and will invite the faculty sponsor to a meeting to share their questions and concerns.
 - The committee will likely suggest changes to the proposal. The faculty sponsor should respond to the comments and modify the proposal as appropriate. Once these changes are incorporated, it will be re-reviewed. Depending on the extent of these changes, this may be done via email.
- Once all changes are made to the satisfaction of the SOM program review committee, it will be forwarded on to the SOM Faculty Council for a vote. Faculty council typically meets every month (at least every other month) between September and June.
 - The faculty sponsor must be available to present at the Faculty Council meeting in which the proposal is being discussed.
 - Faculty Council will vote to approve or not approve the proposal.
 - Upon approval, Faculty Council will make a recommendation to the Dean and you will get a letter from the Faculty Council chair.
- The Dean will make a recommendation and, if positive, will be sent to the University Faculty Senate Graduate Studies Committee (FSGSC). This should be handled through the Asst. Dean as part of the approval process.

4. Faculty Senate Approval Process

- The preliminary proposal package will be amended to include the Faculty Council letter and the SOM Dean letter of support and will be sent to the Faculty Senate Committee on Graduate Studies (FSCGS) as well as the University Dean of Graduate Studies or Dean of Undergraduate Studies, as appropriate, with a copy to the Assoc. Dean and/or Assistant Dean of Educational Initiatives. This will all be handled by the Asst. Dean.
- You will be contacted by the FSCGS to present at an upcoming meeting.
- The proposal will be reviewed by the FSCGS. Feedback will be given by the FSGSC and any comments or suggestions will be passed back to the faculty sponsor for revision or comment.

- After FSCGS review and approval, the proposal will be scheduled to be reviewed by the University Faculty Senate for a vote. You will be expected to be present at that meeting as well. Meetings are once a month and only occur in the academic year:
 - <http://case.edu/president/facsen/meetings/index.html>
- You may be asked to make revisions and/or gather additional support letters or information prior to approval.

5. Ohio Board of Regents (BOR) Approval

- The Office of Graduate Studies handles the approval through the Ohio BOR.
- Please note that these committees generally meet monthly and/or bi-monthly, and the review process can take several months.
- Make any changes in response to the BOR review.
- The faculty sponsor will be asked to go to Columbus to attend the meeting in which their proposal is discussed (these meetings are held in January, March, May, July, September and November), although if revisions are minor, a request to skip this presentation made be made. At this time, the BOR will vote to approve or not approve.
- Only after BOR approval can you start advertising and accepting students into the program.

Appendix A: Academic Approval Matrix

Academic Approval Matrix		Department	School/College Curriculum Committee	School/College Faculty	School/College Dean	International Affairs Office	Faculty Senate Committee on Undergraduate Education (FSCUE)	Faculty Senate Graduate Studies Committee	Faculty Senate	President or Provost	Board of Trustees	Board of Regents	Board of Regents	Higher Learning Commission (NCA)	Higher Learning Commission (NCA)
	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Action Required	Acknowledgment only	Action Required	Action Required	Action Required	Action Required	Action Required
Academic Programs															
Degrees (new)	X	X	X	X		U	G/P	X	X	X	X			X	
Degrees (name change)	X	X	X	X		U	G/P	X	X	X	X				X
Degrees (change in delivery mode)	X	X	X	X	I	U	G/P	X	X	X	X			X	
Programs/Majors (new)	X	X	X	X		U	G/P	X	X	X	X			X	X
Programs/ Majors (name change)	X	X	X	X		U	G/P	X	X	X		X			X
Programs/ Majors (change in delivery mode)	X	X	X	X	I	U	G/P	X	X	X		X		X	X
Minors (new)	X	X	X	X		U		U			X		X		
Minors (name change)	X	X	X	X		U					X				
Certificates (new)	X	X				U	X	X	X	X	X				
Concentration/Sequence/Track (new)	X	X				U	G/P								
Course Subject Codes (new)	X	X	X	X						(Don Feke/email)					

Appendix B: Process Summary

New graduate program:

1. Discuss with Department Chair
2. Discuss with Department Faculty and Department Curriculum Committee
3. Discuss proposal with Associate Dean of Graduate Studies and Assistant Dean of Educational Initiatives
4. Determine appropriate approval pathway
5. Draft Proposal
6. Submit Proposal to appropriate committees within the SOM
7. Present materials to appropriate committees within the SOM and Senate
8. Present materials to Ohio Board of Regents (if applicable)