

Procedure 2040: Academic Program Proposal, Maintenance, and Closure

Summary of Key Changes

The Procedure has been updated as follows:

- < Inserted formatting throughout for ease of reading.
- < Suggested minor rephrasing.
- < Reduced definitions in section I (retaining definitions for programs but removing other definitions to streamline the document and make it consistent with other university policies and procedures in terms of detail provided).
- < Replaced the list of potential administrative bodies contributing to new program development to simply “such recommendations may also come from the University Administration,” and added this language to program change/consolidation and program closure sections.
- < Added Provost consultation with the Cabinet and President into step 4 and FYI process.
- < Updated multi-year review from 5 to periodic to conform with newly negotiated MOAs.
- < Suggested streamlining notification process (to Faculty Senate and Provost Council); currently all bodies are notified when a change is proposed, when a vote is taken, and when a final decision is made by the Provost.

STOCKTON UNIVERSITY

PROCEDURE

After completing its review, APP will include a summary of the proposal, and strengths and weaknesses, in its monthly report to the Executive Committee of

B. Internal Program Revision

Program revision can include updating or redesigning curriculum. Some program revisions occur at the program level and do not necessitate internal governance review; other revisions are subject to review and approval through the procedures outlined above for FYI items. For instance, a curriculum revision that does not impact enrollments or scheduling in other programs will not require review by internal governance bodies. When an internal revision impacts other programs, it should follow the FYI guidelines above.

A revision that results in substantial curriculum changes and that may result in a new degree-granting program must follow the guidelines in the section below on Program Change/Consolidation (including Change of Degree Level).

Revisions that result in a new degree-granting program or an FYI Item must pass through internal governance and must also be presented to the AIC and the NJPC.

1. **Timeframe:** The process for revision, updating, and redesign is ongoing and a regular part of program faculty responsibility.
2. **Initiation:** Program faculty members or the School Dean may initiate a meeting with all relevant stakeholders to discuss the program revision.
3. **Vote:** Faculty who teach courses in the program vote by simple majority to recommend revision, updating, and redesign, unless program bylaws specify other procedures for voting on curriculum changes. If a majority of program faculty members vote for revision, updating, and redesign, this procedure advances to the Dean. If the vote impacts other programs, notice of the vote and its results must be submitted to the appropriate Dean(s) and Deans Council. If a majority of program faculty do not vote for revision, updating, and redesign, faculty meet with the Dean to consider other options.
4. **Acceptance or Rejection:** The School Dean may reject or accept a faculty vote to revise, update, and redesign a program. If the Dean and the faculty disagree, the Dean meets with faculty to consider other options.
5. **Implementation:** Program faculty work with the School Dean and other administrative units to implement the best program revision options. Options might include: creating a new delivery method, revising the curriculum, developing new agreements with county colleges or high schools, revamping the focus of the program/offering, or following other recommendations made in the context of a periodic review. The Dean will provide assistance to the faculty in accordance with the Master Agreement and all local agreements in place during the period of program revision.
6. **Workload:** Program faculty continue to teach and precept, as they have in the past, during the period of revision. If appropriate, the School Dean can

make in-load assignments, within the parameters of existing agreements, to facilitate the revision process.

7. **Monitoring:** During the revision, updating, and redesign period, the program faculty and Dean will meet at least once to monitor the impact of the revision efforts on other programs and additional administrative units and notify any affected units, including offices and centers that support academic programs such as the Center for Teaching and Learning Design, Office of Global Engagement, Financial Aid, Academic Advising, ITS, etc.
8. **Enrollment:** During the revision period, the program faculty and Dean will meet at least once to develop enrollment strategies in line with the University's mission statement.

IV. PROGRAM SUSPENSION, CHANGE/CONSOLIDATION, OR CLOSURE:

During periods of stagnation, decline, or other appropriate reason such as discipline or pedagogical shifts, program faculty or faculty teaching courses in the academic program consult with their School Dean to evaluate the necessity of pursuing suspension, change/consolidation, or closure. Such recommendations may also come from the University administration

- A. **Suspension:** a program stops accepting new students so that the School Dean and program faculty can consider options.
 1. **Timeframe:** The process for suspension generally takes up to four semesters, excluding summer.
 2. **Initiation:** Program faculty members or the School Dean, or University administration may initiate a meeting with all relevant stakeholders to discuss program suspension. A representative from the program faculty

The Provost may accept or reject the School Dean's recommendation for suspension. If the Provost rejects the recommendation, the Dean and the faculty meet with the Provost to consider other options.

5. Implementation: If the final decision of the Provost is to suspend the program, the Dean notifies Enrollment Management

2. Initiation: Program faculty members, the School Dean may initiate a meeting with all relevant stakeholders to discuss program change or consolidation. A representative from the program faculty notifies the APP Committee of the Faculty Senate about this meeting for informational purposes. The Dean notifies the Provost and Provost Council of this meeting for informational purposes.
3. Multi-Program Meeting: When change or consolidation involves decision-making by more than one program, faculty members of the affected

C. Closure

Program faculty, and/or the Dean, and University Administration may consider program closure as a final resort, if suspension of the program or change/consolidation are not viable options.

1. Timeframe: There is no specific timeframe for closure.
2. Initiation: Program faculty members or the Dean, or University Administration may initiate a meeting to discuss program closure. For informational purposes, a representative from the program faculty notifies the APP Committee of the Faculty Senate of this meeting while the Dean notifies the Provost, Deans Council, and Provost Council of this meeting.
3. Vote: Program faculty who teach courses in the program vote by simple majority to recommend closure, unless the program bylaws specify other procedures for voting on curriculum changes. If a majority of program faculty members vote for closure, this procedure advances to the Dean. If a majority of program faculty do not vote for closure, the faculty meet with the Dean to consider other options.

Given that program closure is a serious decision, it requires steps that overlap and allow for reconsideration:

4. Acceptance or Rejection: The Dean may reject or accept a faculty vote to close a program. If the Dean and the faculty disagree, the Dean meets with faculty to consider other options. The Dean also notifies the Provost, Deans Council, and Provost Council of the outcome of this meeting.
5. Faculty Senate Level: The Provost formally notifies the Faculty Senate President of the results of the vote and the Faculty Senate President

7. President Level: The President maintains final authority regarding closure of a program and may accept or reject a recommendation from the Provost for closure of a program.
8. Detailed Plan: If a program closes, the program faculty and Dean draft a detailed plan for future roles of all faculty or staff currently considered to be part of that program. In addition, the program notifies faculty and staff of the plan for closure. All parties recognize the critical importance of the closure plan for affected faculty and staff and the significance of ensuring them the opportunity to continue employment with Stockton University. Each affected faculty and staff member, in accordance with Master and local agreements, has the opportunity to move to a similar position in another program or academic unit.
9. Notification: When the Provost receives the plan for closure, the Provost notifies all appropriate administrative offices, including the Office of the President, the Board of Trustees Academic Affairs and Planning Committee, Enrollment Management, the Center for Academic Advising, Financial Aid, Human Resources, as well as the Deans and faculty of affected academic programs, the Office of the Registrar, and the Office of Institutional Research.
10. Board of Trustees Decision: The Board of Trustees has the opportunity to review the plan for closure and decide to accept/not accept the plan. After the Board of Trustees makes its decision, the Provost notifies the Academic Issues Committee of the New Jersey President's Council of the Board of Trustees' decision and forwards the Board of Trustees' signed resolution regarding closure.
11. Workload: Faculty continue to teach and precept, as they have in the past, while the discussion about closure and the closure plan is in progress. Faculty and the Dean notify students of the plan for closure and of their options for completing the program or transitioning to another program of study within the period of time specified in the detailed plan..

Review History:

	Date
Procedure Administrator	3/26/21
Deans Council	5/28/20
Provost Council	3/31/20
Faculty Senate	4/17/20
Divisional Executive	3/26/21
General Counsel	
Cabinet	
President	