

## MEMORANDUM

**Date:** January 24, 2017  
**To:** April C. Mason, Provost and Senior Vice President  
**From:** Ruth A. Dyer, Senior Vice Provost for Academic Affairs  
**Subject:** Updates to Interdisciplinary Program Proposal Process



During the Summer 2016, you sent a request to Andy Bennett, Faculty Senate President, and Carol Shanklin, Dean of the Graduate School, to review the approval process for interdisciplinary programs and identify whether there might be ways to streamline the process. You also asked me convene and chair a group of representatives from the Faculty Senate and the Graduate School to conduct this review. After consulting with Dr. Bennett and Dean Shanklin, we identified the following members to serve on this group:

- Ruth Dyer, Chair, Senior Vice Provost for Academic Affairs
- Andy Bennett, President, Faculty Senate
- Steve Dandaneau, Vice Provost for Undergraduate Studies
- Teresa Hartman, Chair, Faculty Senate Academic Affairs Committee
- Mike Herman, Associate Dean, Graduate School
- Candace LaBerge, Administrative Specialist, Faculty Senate
- Carol Shanklin, Dean, Graduate School
- Kate Taylor, Administrative Officer, Graduate School

After initial discussion among the group, we agreed it would be helpful to focus on what were considered to be the "slow" parts of the process, such as (1) initial program development, (2) identification of voting bodies, and (3) clarification of who is responsible for moving the proposal forward. We worked diligently during the Fall 2016 semester to gather information on those interdisciplinary programs that were approved after the July 2014 implementation of the current approval process, review the process, and consider possible revisions.

After reviewing the process, flowcharts and previous program approvals, it became apparent that a template for faculty to use in creating the initial Concept Paper would expedite the early stages of the process, since it would be very clear what items must be included in the proposal. Thus, one of our first tasks was to create a Concept Paper template for faculty to use. Careful review of the process also helped identify places where additional clarification should expedite the flow. Another important change was in more clearly identifying the voting units early in the process. We have proposed that at least two departments/units from different colleges and their respective college curriculum committees must vote on the proposal. We did provide the option that more than two units can vote, but if an agreement can be reached on identifying only two units that will need to vote, then this also should expedite the process.

## Attachment 2

### Updates to Interdisciplinary Proposal Process - AAC approved 9-19-17

We have attached for your reference an updated version of the process and flowcharts. In summary, the following revisions have been made to the process:

- A Concept Paper template was created and is available via a hyperlink in the document.
- Hyperlinks were inserted to reference the requirements of certificate, secondary major, and degree proposals.
- Subheadings were inserted throughout the instructions for ease of reference.
- A minimum of two designated units and their respective college curriculum committees must vote; this provides clarification and can shorten the process.
- Timeframe for identification of an initial Program Director is now discussed in the instructions.
- The need for all interdisciplinary faculty to sign the proposal in addition to the support agreement was removed.
- Clarification was provided as to which units are responsible for sending information to affected units and for moving the proposal forward at specific points in the process.

If after your review and consideration of our suggested changes, you approve of these changes, the next step in the process would be to send these to the Faculty Senate Academic Affairs Committee for their review and possible approval. These changes would not need to go to Faculty Senate for a vote and approval, but only as a notification to Faculty Senate from the Academic Affairs Committee.

I want to commend to you the excellent collaboration and work of this group. They thoughtfully considered and discussed various changes to the process, and the final revisions reflect the consensus of the group. The group believes these changes will both improve, clarify and expedite the approval process.

Please let me know if you have any questions about the proposed revisions.

Cc: Andy Bennett, Steve Dandaneau, Teresa Hartman, Mike Herman,  
Candace LaBerge, Carol Shanklin, Kate Taylor

Enclosures

## 1 *Interdisciplinary Programs - Undergraduate*

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3 Interdisciplinary programs that involve units in two or more colleges must use the  
4 process outlined below. These programs are designed to teach the students to explore the  
5 relationship among concepts and solve complex problems from more than one  
6 perspective. Interdisciplinary programs can include [certificate programs](#), [secondary](#)  
7 [majors](#), or [degree programs](#). For new degree programs the Board of Regents requires  
8 [additional information](#) and [forms](#).  
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10 New Undergraduate Interdisciplinary Programs – See Appendix N of the Approval,  
11 Routing, and Notification Procedures for Course and Curriculum Changes

### 12 **Planning and Proposal Development**

- 13 • **Concept Paper and Draft Budget:** Faculty interested in creating a new  
14 interdisciplinary program should work together to develop a [concept paper](#)  
15 and draft budget for the program. They are encouraged to make contact with  
16 the Vice Provost for Undergraduate Studies early in their deliberations for  
17 advice on the process they are beginning. In developing their ideas and  
18 especially their budget, they are strongly encouraged to discuss their proposal  
19 with appropriate department heads and deans.
- 20 • **Deans Council:** When the concept paper and draft budget are ready, the Vice  
21 Provost for Undergraduate Studies will arrange for these items to be placed on  
22 the agenda for the Deans Council. The Council will not vote on the proposal,  
23 but can provide feedback on whether resources will be available. This step  
24 will also allow other colleges that may not have been initially considered to  
25 point out where they may have a beneficial role in the proposal.
- 26 • **Identification of voting units:** Before Faculty Senate and the administration  
27 approve the proposal, they will want to see that it has been evaluated by  
28 faculty who are knowledgeable in the area. It is important to identify  
29 appropriate voting units early to ensure proper support and minimize delays.  
30 The organizers will meet with the Vice Provost for Undergraduate Studies and  
31 the Chair of the Academic Affairs Committee of Faculty Senate, who will  
32 advise them on which units should vote on the proposal. It is not necessary  
33 that every unit that has personnel involved in the project vote on the project.  
34 However, at least two K-State departments (or comparable units) from  
35 different colleges must vote on the project, as must their respective college  
36 curriculum committees. Because interdisciplinary programs vary greatly, the  
37 Vice Provost of Undergraduate Studies and the Chair of the Academic Affairs  
38 Committee of Faculty Senate may recommend more than two units vote in  
39 specific cases. Note that the organizers are always free to have additional units  
40 vote if they feel this will strengthen their case.
- 41 • **Proposal Development:** With feedback from the Deans Council and the  
42 identification of voting units, the interdisciplinary faculty should identify an  
43 initial program director and develop a formal proposal and budget. During this  
44 process the faculty will need to consult with appropriate academic units to  
45 ensure resources, including faculty time and assignments, will be available to  
46 the program.

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- **Support Agreement:** A support agreement that indicates what each department and college will provide to the program should be drafted and signed by department heads and deans. In addition to listing resources, the agreement should specify how the program will be administered and how changes will be handled. For example, if a new program director is chosen from a different department, will resource allocation change as well? The support agreement should show support for teaching the required courses on a regular basis. The proposers and administrators are welcome to consult with the Vice Provost for Undergraduate Studies on what issues other programs have faced and how they dealt with them in order to develop appropriate plans before problems develop.
  - **Affected Units:** The formal proposal should be sent to any affected units for comment. Affected units include those that could see changes in enrollment in courses or programs they offer should the proposal be adopted. The approval of these units is not required, but as the proposal moves forward a cover page must document that affected units were asked for comment at least 10 days prior to the first unit vote. The cover page must include any comments, positive or negative, received from affected units, or note that no comments were received.

#### Designated Academic Departments/Units Vote

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- The departments/units identified by the Vice Provost for Undergraduate Studies and the Chair of Faculty Senate Academic Affairs must vote on the proposal. If a designated unit votes no, that will require the proposal be revised and resubmitted. After resubmission the proposal may go forward without positive votes from all designated units. The primary coordinator of the program, who is identified in the concept paper, will ensure the proposal has all final edits made prior to being distributed to the designated college curriculum committees for their votes.

#### Designated College Curriculum Committees Vote

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- The curriculum committees of colleges housing the designated voting units must also vote on the proposal. The proposal may go forward without positive votes from all such curriculum committees.
  - The dean's office of the college curriculum committee that is first to vote on the proposal will send it to the course and curriculum listserv 10 days prior to the vote. This allows time for comment by all colleges and departments. The dean's office of the college curriculum committee that was last to vote on the proposal will be responsible for sending the approved proposal to the listserv and for forwarding the proposal to the Academic Affairs Committee of Faculty Senate.

#### Faculty Senate Academic Affairs Committee Vote

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- A minimum of 10 calendar days are required between the time the material approved by the last college curriculum committee is received by the Academic Affairs Committee of Faculty Senate and the time that it will be considered. The Academic Affairs Committee will vote on whether to send the proposal to the full Faculty Senate. The Academic Affairs Committee is not bound by earlier votes from various units and may choose to reject the

93 proposal or to request additional information before deciding. The proposers  
 94 will be invited to attend the Academic Affairs Committee meeting when the  
 95 proposal is on the agenda to answer questions if they arise.

#### 96 **Faculty Senate Vote**

- 97 • If the Academic Affairs Committee of Faculty Senate approves the proposal,  
 98 the Chair of Academic Affairs will take the proposal to the Faculty Senate  
 99 Executive Committee. The Faculty Senate Executive Committee places the  
 100 item on the agenda for the next Faculty Senate meeting. The committee may  
 101 request minor clarification or editorial corrections, or refer item back to the  
 102 Academic Affairs Committee of Faculty Senate. Once placed on the agenda,  
 103 the full Faculty Senate will vote on the proposal. As with the Academic  
 104 Affairs Committee, the full Faculty Senate is not bound by earlier votes and  
 105 may choose to reject the proposal or to send it back for refinement. The  
 106 proposers will be invited to attend the Faculty Senate meeting when the  
 107 proposal is on the agenda to answer questions if they arise.
- 108 • The Faculty Senate Secretary will notify the College Deans offices and other  
 109 appropriate offices of the approval of the program for records and  
 110 publications. If necessary, the Provost will then start the process of getting  
 111 approval from the Board of Regents.

#### 112 **Formation of Interdisciplinary Advisory Committee**

- 113 • Following the Faculty Senate Approval of the new program, the faculty  
 114 participating in the interdisciplinary program will meet and elect an  
 115 Interdisciplinary Advisory Committee composed of the Program Director and  
 116 a minimum of five members with representation beyond a single department.  
 117 The Committee will be responsible for providing input to the Program  
 118 Director relative to admission requirements, course and curriculum changes,  
 119 and student learning outcomes and will assist with program review. The  
 120 Interdisciplinary Advisory Committee will meet at least two times a semester  
 121 or when requested to do so by the Program Director.

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 123 Course/Curriculum Changes – Undergraduate Interdisciplinary Programs – See Appendix O  
 124 of the Approval, Routing and Notification Procedures for Course and Curriculum Changes

#### 125 **Planning and Proposal Development**

- 126 • Proposed changes should be taken to the Interdisciplinary Advisory  
 127 Committee, who will consult with the Vice Provost for Undergraduate  
 128 Studies. The Program Director, or their designee, will be responsible for  
 129 overseeing communication with other units and making any necessary edits to  
 130 the proposal as it moves through the approval process.
- 131 • The Interdisciplinary Advisory Committee will document support for the  
 132 proposed changes by the interdisciplinary faculty and notify other affected  
 133 units (departments, programs, and/or colleges).

#### 134 **Affected Units**

- 135 • Units that will likely see changes in enrollment should the proposal be  
 136 adopted must be considered affected. The approval of these units is not  
 137 required, but the proposal must document that affected units were asked for  
 138 comment at least 10 days prior to the first unit vote. The proposal must

139 include any comments, positive or negative, received from affected units, or  
140 note that no comments were received.

141 **Designated Academic Department(s)/Unit(s) Vote**

- 142 • The department(s)/unit(s) in which the course(s) are being changed must  
143 approve the proposed changes. If a designated unit votes no, that will require  
144 the proposal be revised and resubmitted. After resubmission the proposal may  
145 go forward without positive votes from all designated units.

146 **Designated College Curriculum Committees Vote**

- 147 • The curriculum committee of colleges housing any academic department/unit  
148 in which changes are proposed must also vote on the proposal. The proposal  
149 may go forward without positive votes from all such curriculum committees.
- 150 • The dean's office of the college curriculum committee that is first to vote on  
151 the proposal will send it to the course and curriculum listserv 10 days prior to  
152 the vote. This allows time for comment by all colleges and departments. The  
153 dean's office of the college curriculum committee that was last to vote on the  
154 proposal will be responsible for sending the final proposal to the listserv and  
155 for forwarding the proposal to the Academic Affairs Committee of Faculty  
156 Senate if it is a non-expedited proposal. If it is an expedited proposal the  
157 notification of its approval via the listserv will also serve as notification to the  
158 appropriate offices for records and publication.

159 **Faculty Senate Academic Affairs Committee Vote**

- 160 • For a non-expedited proposal, a minimum of 10 calendar days are required  
161 between the time the material approved by the last college curriculum  
162 committee is received by the Academic Affairs Committee of Faculty Senate  
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168 Academic Affairs Committee meeting when the proposal is on the agenda to  
169 answer questions if they arise.

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172 the Chair of Academic Affairs will take the proposal to the Faculty Senate  
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178 Affairs Committee, the full Faculty Senate is not bound by earlier votes and  
179 may choose to reject the proposal or to send it back for refinement. The  
180 proposers may be invited to attend the Faculty Senate meeting when the  
181 proposal is on the agenda to answer questions if they arise.
- 182 • The Faculty Senate Secretary will notify the College Dean's offices and other  
183 appropriate offices of the approval of the course/curriculum changes for  
184 records and publications.

185 ***Interdisciplinary Programs – Graduate***

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Interdisciplinary programs that involve units in two or more colleges must use the process outlined below. These programs are designed to teach the students to explore the relationship among concepts and solve complex problems from more than one perspective. Interdisciplinary programs can include graduate certificate programs or graduate degree programs. For new degree programs the Board of Regents requires [additional information](#) and [forms](#).

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New Graduate Interdisciplinary Programs – See Appendix P of the Approval, Routing and Notification Procedures for Course and Curriculum Changes

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**Planning and Proposal Development**

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- **Concept Paper and Draft Budget:** Faculty interested in creating a new interdisciplinary program should work together to develop a [concept paper](#) and draft budget for the program. They are encouraged to make contact with the Dean of the Graduate School early in their deliberations for advice on the process they are beginning. In developing their ideas and especially their budget, they are strongly encouraged to discuss their proposal with appropriate department heads and deans.

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- **Deans Council:** When the concept paper and draft budget are ready, the Dean of the Graduate School will arrange for these items to be placed on the agenda for the Deans Council. The Council will not vote on the proposal, but can provide feedback on whether resources will be available. This step will also allow other colleges that may not have been initially considered to point out where they may have a beneficial role in the proposal.

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#### 250 **Designated Academic Departments/Units Vote**

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- The departments/units identified by the Dean of the Graduate School and the Chair of Faculty Senate Academic Affairs must vote on the proposal. The Graduate School can facilitate obtaining votes from designated units. If a designated unit votes no, that will require the proposal be revised and resubmitted. After resubmission the proposal may go forward without positive votes from all designated units. The Graduate School needs to be notified of the outcome of each of the designated academic unit votes, ([gradinfo@ksu.edu](mailto:gradinfo@ksu.edu)). The primary coordinator of the program, who is identified in the concept paper, will ensure the proposal has all final edits made prior to being distributed to the designated college curriculum committees for their votes.

#### 262 **Designated College Curriculum Committees Vote**

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- The curriculum committees of colleges housing the designated voting units must also vote on the proposal. The proposal may go forward without positive votes from all such curriculum committees.
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#### 272 **Graduate School Vote**

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- **Assessment and Review.** Materials must be received by the 10<sup>th</sup> of the month in order to be considered by the Assessment and Review Committee of Graduate Council during that same month. The Assessment and Review Committee of the Graduate Council will review and vote on the Assessment



277 of Student Learning Plan. If approved, the proposal will be forwarded to the  
278 Academic Affairs Committee of Graduate Council for a vote. The proposers  
279 will be requested to attend all Graduate Council meetings when the proposal is  
280 on the agenda to present an overview of the program and respond to questions  
281 if they arise.

- 282 • **Academic Affairs.** The Academic Affairs Committee of the Graduate  
283 Council will review the curriculum of the proposal. If approved, the proposal  
284 will be added to the agenda of the next Graduate Council meeting. If not  
285 approved, the proposal will be returned to the interdisciplinary program  
286 faculty for revision.
- 287 • **Graduate Council.** Following approval by the Assessment and Review and  
288 Academic Affairs committees, the proposal will be submitted to the full  
289 Graduate Council for vote. If approved, the proposal will be forwarded to the  
290 Academic Affairs Committee of Faculty Senate. If not approved, the proposal  
291 would be returned to the interdisciplinary program faculty for revisions and  
292 resubmission to the Graduate Council Academic Affairs Committee.

#### 293 **Faculty Senate Academic Affairs Committee Vote**

- 294 • A minimum of 10 calendar days are required between the time the material  
295 approved by the Graduate Council is received by the Academic Affairs  
296 Committee of Faculty Senate and the time that it will be considered. The  
297 Academic Affairs Committee of Faculty Senate will vote on whether to send  
298 the proposal to the full Faculty Senate. The Academic Affairs Committee is  
299 not bound by earlier votes from various units and may choose to reject the  
300 proposal or to request additional information before deciding. The proposers  
301 will be invited to attend the Academic Affairs Committee meeting when the  
302 proposal is on the agenda to answer questions if they arise.

#### 303 **Faculty Senate Vote**

- 304 • If the Academic Affairs Committee of Faculty Senate approves the proposal,  
305 the Chair of Academic Affairs will take the proposal to the Faculty Senate  
306 Executive Committee. The Faculty Senate Executive Committee places the  
307 item on the agenda for the next Faculty Senate meeting. The committee may  
308 request minor clarification or editorial corrections, or refer item back to  
309 Faculty Senate Academic Affairs Committee. Once placed on the agenda, the  
310 full Faculty Senate will vote on the proposal. As with the Academic Affairs  
311 Committee, the full Faculty Senate is not bound by earlier votes and may  
312 choose to reject the proposal or to send it back for refinement. The proposers  
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314 the agenda to answer questions if they arise.
- 315 • The Faculty Senate Secretary will notify the College Dean's offices and other  
316 appropriate offices of the approval of the program for records and  
317 publications. If necessary, the Provost will then start the process of getting  
318 approval from the Board of Regents.

#### 319 **Formation of Interdisciplinary Advisory Committee**

- 320 • Following the Faculty Senate Approval of the new program, the faculty  
321 participating in the interdisciplinary program will meet and elect an  
322 Interdisciplinary Advisory Committee composed of the Program Director and

323 a minimum of five members with representation beyond a single department.  
 324 The Committee will be responsible for providing input to the Program  
 325 Director relative to admission requirements, course and curriculum changes,  
 326 and student learning outcomes and will assist with program review. The  
 327 Interdisciplinary Advisory Committee will meet at least two times a semester  
 328 or when requested to do so by the Program Director.  
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331 Course/Curriculum Changes – Graduate Interdisciplinary Programs – See Appendix Q of  
 332 the Approval, Routing and Notification Procedures for Course and Curriculum Changes  
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### 334 **Planning and Proposal Development**

- 335 • Proposed changes should be taken to the Interdisciplinary Advisory  
 336 Committee, who will consult with the Dean of the Graduate School. The  
 337 Program Director, or their designee, will be responsible for overseeing  
 338 communication with other units and making any necessary edits to the  
 339 proposal as it moves through the approval process.
- 340 • The Interdisciplinary Advisory Committee will modify the agreement to  
 341 reflect the proposed changes, document support for the proposed changes by  
 342 the interdisciplinary faculty, and notify other affected units (departments,  
 343 programs, and/or colleges).

### 344 **Affected Units**

- 345 • Units that will likely see changes in enrollment should the proposal be  
 346 adopted must be considered affected. The approval of these units is not  
 347 required, but the proposal must document that affected units were asked for  
 348 comment at least 10 days prior to the first unit vote. The proposal must  
 349 include any comments, positive or negative, received from affected units, or  
 350 note that no comments were received.

### 351 **Designated Academic Department(s)/Unit(s) Vote**

- 352 • The department(s)/unit(s) in which the course(s) are being changed must  
 353 approve the proposed changes. The Graduate School can facilitate obtaining  
 354 votes from designated units. If a designated unit votes no, that will require the  
 355 proposal be revised and resubmitted. After resubmission the proposal may go  
 356 forward without positive votes from all designated units.

### 357 **Designated College Curriculum Committees Vote**

- 358 • The curriculum committees of colleges housing any academic department/unit  
 359 in which changes are proposed must also vote on the proposal. The proposal  
 360 may go forward without positive votes from all such curriculum committees.
- 361 • The Graduate School ([gradinfo@ksu.edu](mailto:gradinfo@ksu.edu)) will be responsible for sending the  
 362 proposal to the course and curriculum listserv 10 days prior to the first college  
 363 curriculum committee vote. This allows time for comment by all colleges and  
 364 departments. Once the last college curriculum committee has voted, the  
 365 Graduate School will send out the approved proposal to the course and  
 366 curriculum listserv.

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### **Graduate School Vote**

- **Academic Affairs.** The Graduate School will forward the proposed changes to the Academic Affairs Committee of Graduate Council for a vote. If approved, the proposed changes will be added to the agenda of the next Graduate Council meeting. If not approved, the proposed changes will be returned to the interdisciplinary program faculty for revision. The proposers may be requested to attend the Graduate Council Academic Affairs Committee meeting when the proposed changes are on the agenda to present an overview of the program and respond to questions if they arise.
- **Graduate Council.** The Graduate School will forward the proposed changes to the Graduate Council for vote. If approved, the proposal will be forwarded to the Academic Affairs Committee of Faculty Senate if it is a non-expedited proposal. If it is an expedited proposal the Graduate School will notify appropriate offices of its approval for records and publication. If not approved, the proposed changes would be returned to the interdisciplinary program faculty for revisions and resubmission to the Graduate Council Academic Affairs Committee. The proposers may be requested to attend the Graduate Council Academic Affairs Committee meeting when the proposal is on the agenda to present an overview of responses to the Graduate Council objections and respond to questions if they arise.

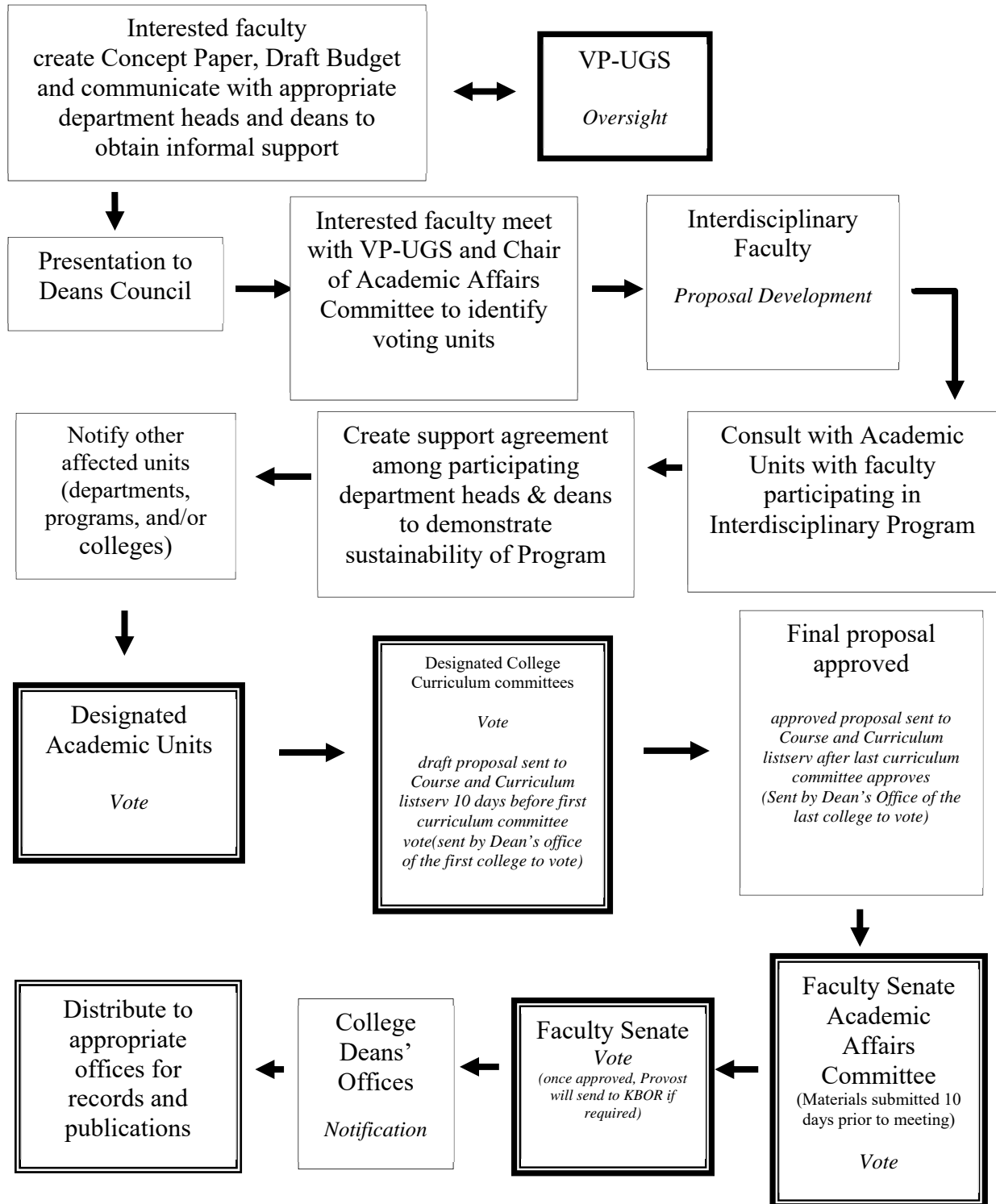
### **Faculty Senate Academic Affairs Committee Vote**

- For a non-expedited proposal a minimum of 10 calendar days are required between the time the material approved by the Graduate Council is received by the Academic Affairs Committee of Faculty Senate and the time that it will be considered. The Academic Affairs Committee of Faculty Senate will vote on whether to send the proposed changes to the full Faculty Senate. The Academic Affairs Committee is not bound by earlier votes from various units and may choose to reject the proposal or to request additional information before deciding. The proposers may be invited to attend the Academic Affairs Committee meeting when the proposed changes are on the agenda to answer questions if they arise.

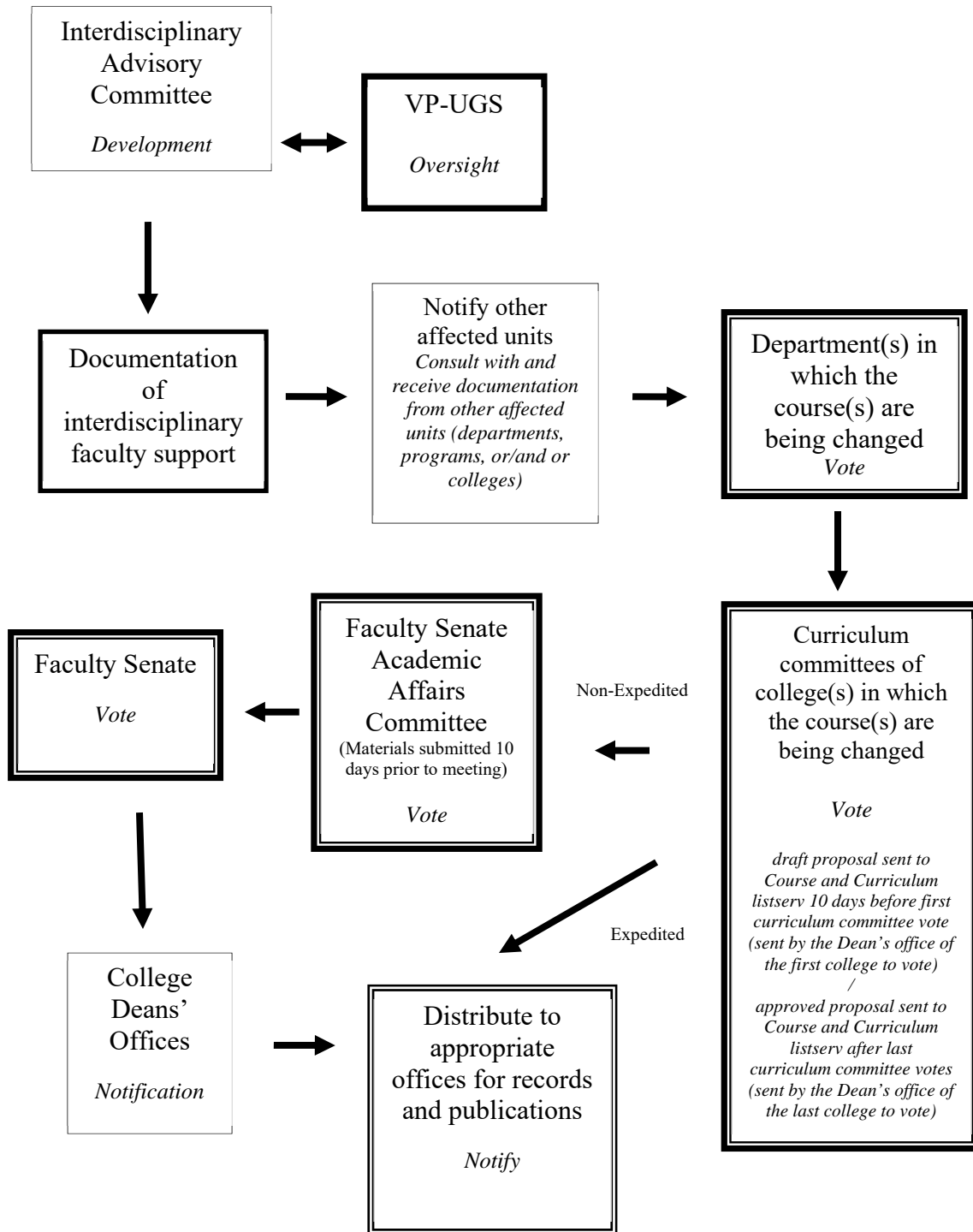
### **Faculty Senate Vote**

- If the Academic Affairs Committee of Faculty Senate approves the proposed changes, the Chair of Academic Affairs will take the proposal to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee places the item on the agenda for the next Faculty Senate meeting. The committee may request minor clarification or editorial corrections, or refer items back to the Academic Affairs Committee of Faculty Senate. Once placed on the agenda, the full Faculty Senate will vote on the proposal. As with the Academic Affairs Committee, the full Faculty Senate is not bound by earlier votes and may choose to reject the proposal or to send it back for refinement. The proposers may be invited to attend the Faculty Senate meeting when the proposal is on the agenda to answer questions if they arise.
- The Faculty Senate Secretary will notify the College Dean's offices and other appropriate offices of the approval of the proposed changes for records and publications.

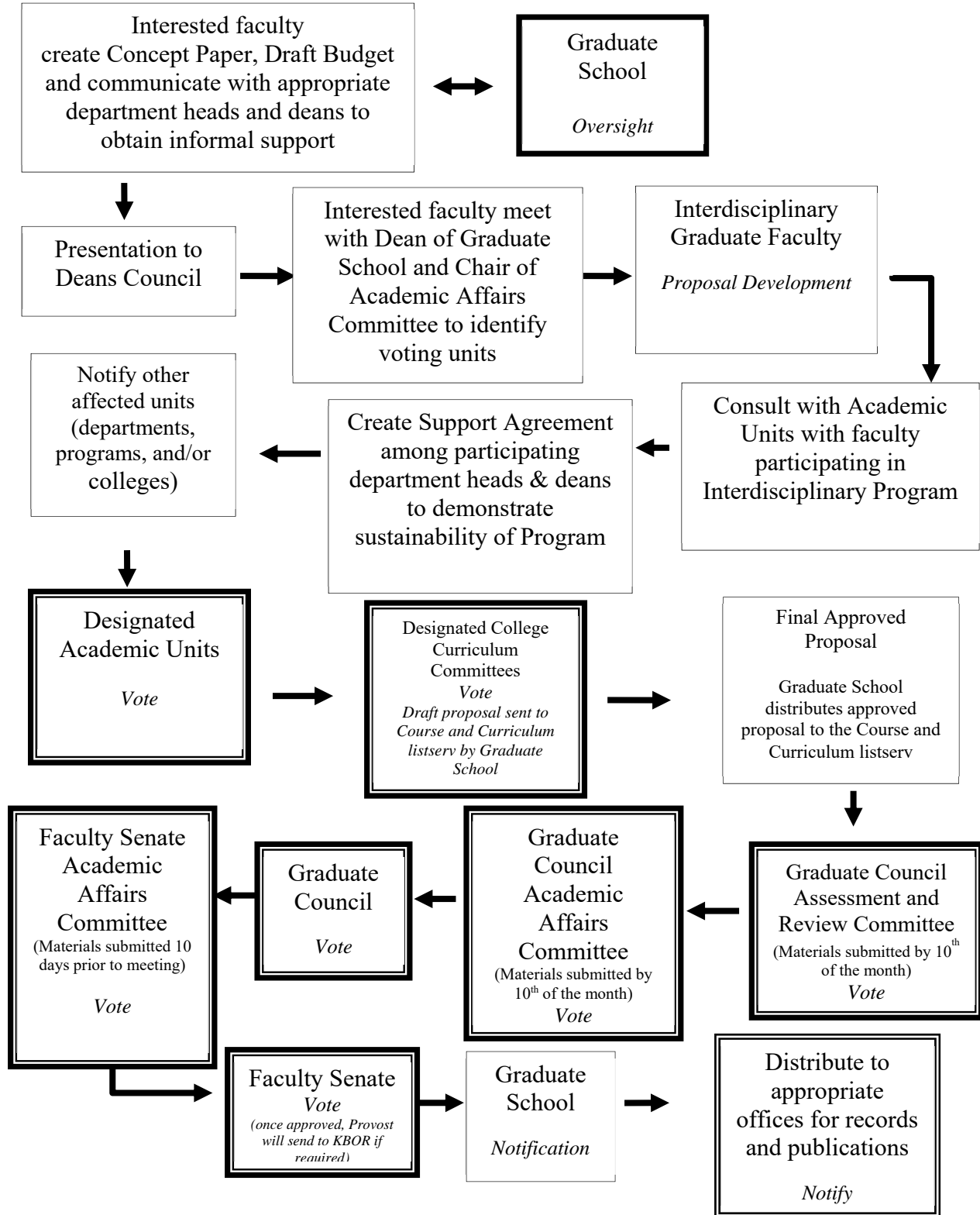
## Appendix N Interdisciplinary Undergraduate New Program Proposal Flowchart



## Appendix O Interdisciplinary Undergraduate Course/Curriculum Change Flowchart



## Appendix P Interdisciplinary Graduate New Program Proposal Flowchart



## Appendix Q Interdisciplinary Graduate Course/Curriculum Change Flowchart

