



POLICY ON PROCEDURES FOR THE DEVELOPMENT/REVISION OF ACADEMIC PROGRAMMES

POLICY NUMBER:	2017-05-POL-AS
TITLE OF THE POLICY:	Development/Revision of Academic Programmes
DATE OF ADOPTION:	4 December 2017
SUPERSEDES:	All previous procedures for the development/approval of academic programmes
DATE OF IMPLEMENTATION:	Spring 2018
PROJECTED DATE OF REVISION:	Spring 2021
PURPOSE OF THE POLICY:	To establish guidelines by which new academic programmes are developed and existing programmes revised
ACCOUNTABILITY:	Office of Academic Affairs
APPENDICES:	Appendix I – PRELIMINARY PROGRAMME PROPOSAL Appendix II – FULL PROGRAMME PROPOSAL

1.0 Purpose

- 1.1 The Academic Senate of University of The Bahamas (UB) is the academic authority of the University with responsibility for maintaining the academic standards of the institution. The Academic Senate is empowered to regulate and ensure the quality of all teaching programmes, courses of study and conditions under which persons may qualify for degrees, diplomas, certificates and other distinctions and awards of the University. The Academic Senate must recommend to the Board of Trustees all degrees, diplomas, certificates and other distinctions and awards.
- 1.2 An internal review and approval is required of all academic programmes prior to their submission to the Board of Trustees. This document outlines the process (including required forms), key questions to consider prior to moving forward, a timeline and the approval requirements for new academic programmes and significant modifications to current UB programmes.

2.0 Definitions

- 2.0 Academic programme: a sequence of courses that requires granting of credit for participation leading to the conferral of an undergraduate or graduate degree; certificate; diploma or other credential.
- 2.1 Coursework/taught graduate programme: a programme of study at the graduate level (master's and doctorate) carried out by coursework, with minimal research load.
- 2.2 Full Programme Proposal: intended to help address concerns raised by the Preliminary Programme Proposal and ensure the proposed curriculum is vetted thoroughly at various levels.
- 2.3 Graduate research programme or higher degree by research (HDR): a programme of study

at the graduate level (master's or doctorate) carried out by research, with minimal courseworkload.

- 2.4 Preliminary Programme Proposal: intended to help programme designers complete the research required to ensure the proposed programme is necessary, appropriate and viable.
- 2.5 Research and development: basic/fundamental research or applied research or experimental research.
- 2.6 Major programme review: may include, but is not limited to a full revision of the programme's requirements for completion, including changes in the required credits which result in an increase in the total number of credits required for the degree; changes in the track or concentration of the degree, or including coursework outside of the academic unit in which the programme was originally developed; significant modifications to a programme's aims, learning outcomes, structure or assessment.
- 2.7 Minor programme review: may include, but is not limited to, any insignificant or minimal modifications to a programme's aims, learning outcomes, structure or assessment; adding/removing elective choices, unless those involve another academic unit; reclassifying categories of required coursework; or clarifying the information regarding required coursework so that it is clearer.

3.0 Rationale

- 3.1 Launching a new academic programme requires careful planning and coordination with many academic and non-academic units. Prior planning is essential as the full process will take about nine months to one year, beginning with identifying a faculty champion, presenting the programme idea to the home academic unit chair and ending with student recruitment and enrolment.
- 3.2 The Preliminary Programme Proposal and Full Programme Proposal must be completed and approved in order to launch a new academic programme.
- 3.3 Implementation of an academic programme requires coordination with several key internal UB departments.

4.0 Overview of the Process

- 4.1 Developing a new academic programme requires the following three phases:
 - a. The preliminary proposal development;
 - b. The completion of the required full proposal including all Academic Senate Curriculum Sub-Committee forms done in conjunction with progressing through the formal approval process; and
 - c. The implementation plan.
- 4.2 The preliminary proposal development phase involves a substantial amount of research and time. It requires the development of an initial proposal that addresses the programme's relationship to the university's mission and national development priorities and the programme's fit within existing programme offerings. This phase also requires that a viable need has been identified and evidence that a demand for the proposed programme exists in order to ensure its financial viability.
- 4.3 Completion and submission of the Preliminary Programme Proposal to the Provost/Vice President Academic Affairs (VPAA) is done by the Dean of the Faculty interested in developing the programme. In the case of graduate programmes, the proposal must be submitted through the Dean of Graduate Studies and Research. Approval by the Provost/VPAA is required prior to moving to the next phase of the process. The role of the

Provost/VPAA is to approve the moving forward of the proposal with the full support of that office and a commitment to secure resources if the proposal is successfully approved by Academic Senate and Board of Trustees as appropriate.

- 4.4 The development phase is twofold. The initial work involves responding fully to the components of programme development addressed in the Preliminary Programme Proposal. The second involves initiating and completing the multiple levels of curricular approval required for a programme to move to the implementation phase. The approval process with the Dean, department and academic unit plays an essential role in developing fully the Full Programme Proposal.
- 4.5 The final phase is implementation. Certain elements of implementation may be concurrent with the approval phase to ensure a strong start to the student recruitment process. **However, no external marketing, student recruitment or advising efforts should begin unless all of the necessary approvals have been granted.**

5.0 Procedure

- 5.1 The following Table (Table 1) outlines the programme approval process map.

Table 1: Programme Approval Process Map

Processes			Internal (Curriculum) (Programme Proposal)									External	Other Internal				
	Academic Unit Chair/ Dean	Provost/ VPAA	Department	Academic Unit	Advisory Board	Faculty Board	Academic Senate Curriculum Sub-Committee	Academic Senate	Provost/ VPAA	President	BOT Academic Affairs Committee	Accreditors	Office of Graduate Studies & Research	Recruitment & Admissions and Registrar	University Editor	Marketing	Library
Add new degree programme	A	A	A	N	N	A	A	A	A	A	A	A	N	N	N	N	N
Add new certificate programme	A	A	A	N	N	A	A	A	A	A	N	A	N	N	N	N	N
Major programme modification	A	A	A		N	A	A	A				N	N	N	N	N	N
Major programme title change	A	A	A	N	N	A	A	N			N	N	N	N	N	N	N
Delivery change-off-campus	A	A			N				A				N	N	N	N	N
Delivery change-online	A	A			N				A				N	N	N	N	N
Minor programme change	A	N	A		N	N	A	N					N	N	N	N	N

Note: (N) Notification required; (A) Approval required

5.2 It takes planning and coordination with multiple departments to get students enrolled in a new programme. Figure 1 illustrates the general timeline required for approving and launching academic programmes. Depending on the nature of the programme consultations may take a longer period.

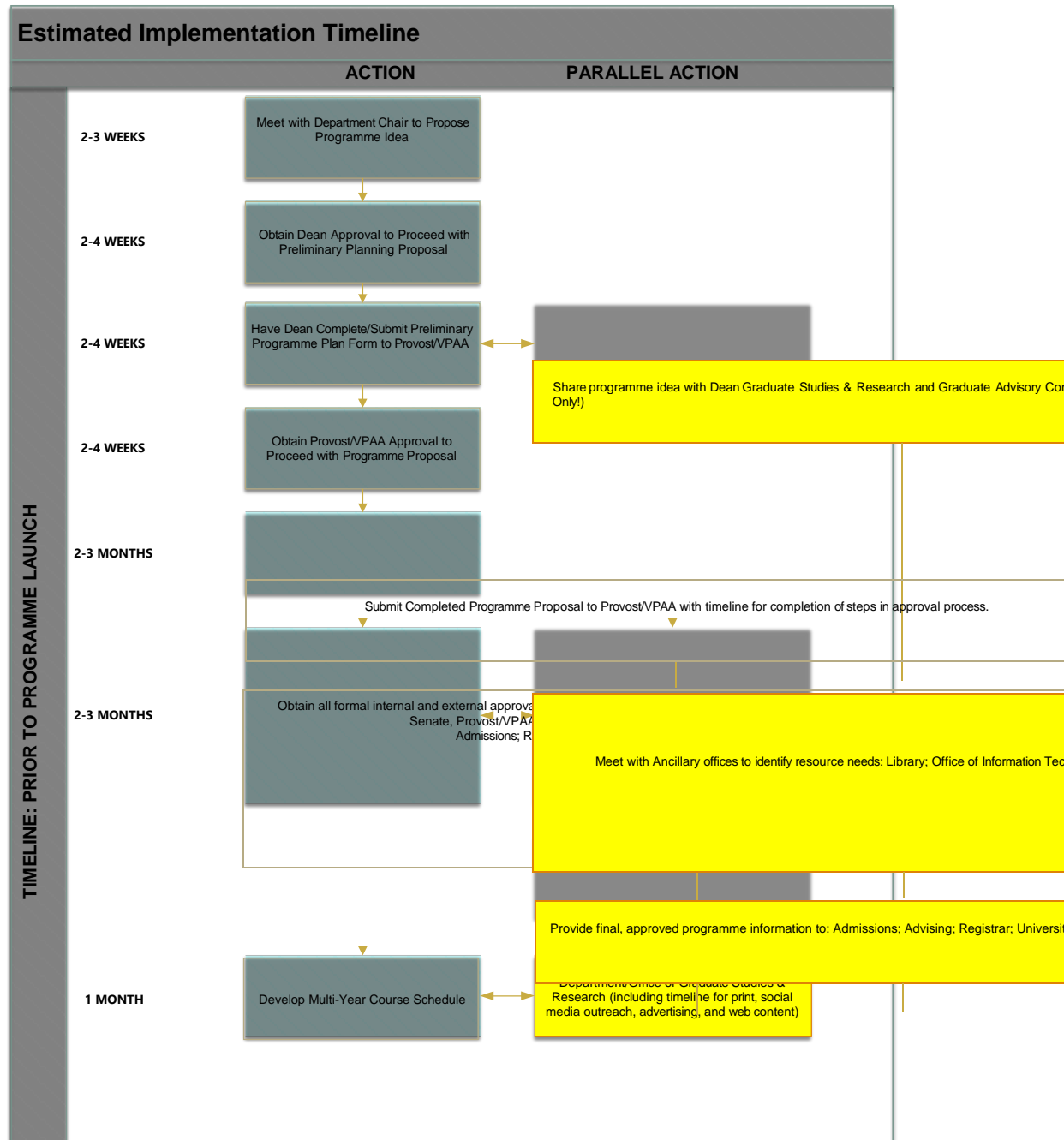


Figure 1. Estimated Implementation Timeline

- 5.3 The following sections outline the details that are required in preparing the Preliminary Programme Proposal and Full Programme Proposal for both undergraduate and graduate programmes.
- 5.4 Planning a new academic programme provides an opportunity to make the case for need and demand and for UB's ability to offer a quality programme. The Preliminary Programme Proposal is the approval step that precedes moving into the actual programme development stage. An approved programme plan ensures that the proposed programme will be fully supported institutionally throughout the formal programme proposal development stage.
- 5.5 Detailed outlines of the Preliminary Programme Proposal and Full Programme Approval may be found in Appendix I and Appendix II.



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APPENDIX I: PRELIMINARY PROGRAMME PROPOSAL
UNIVERSITY OF THE BAHAMAS UNDERGRADUATE AND GRADUATE DEGREE PROGRAMMES
<ENTER NAME OF DEGREE PROGRAMME>

DATE:	Date of submission	
CHAIR/DEAN COMPLETING PROPOSAL:	Name of Chair/Dean responsible for preparing the proposal	
KEY FACULTY:	List of faculty members involved in preparing the proposal	
ACADEMIC UNIT/DEPARTMENT WITH PRIMARY OVERSIGHT OF PROGRAMME:	Name of Academic Unit in which the programme will be located	
PROPOSED PROGRAMME TITLE:	Name of proposed programme	
EXACT DEGREE ABBREVIATION:	Indicate the exact degree abbreviation (be specific) (e.g., B.Sc., B.A., M.A., M.Sc., Ph.D., Certificate, Diploma, or other)	
PROPOSED DATE TO PROGRAMME LAUNCH:	Month:	Year:

Elaborate on the following details in your proposal:

1. PROGRAMME DESCRIPTION

Describe the proposed new programme. This should include:

- a brief description of the programme and a statement of educational objectives.
- the relationship of the proposed new programme to the institutional mission.
- the relationship of the proposed new programme to existing programmes at the institution and to the institution's strategic plan.
- special features or conditions that make UB a desirable, unique or cost effective place to initiate such a programme.
- whether the programme is intended for offer at a specific campus/site or throughout the UB network and how resource needs will be met.

2. RESPONSIVENESS TO NATIONAL DEVELOPMENT PLAN

Provide documentation of student demand and evidence of the proposed programme's responsiveness to the National Development Plan.

3. DELIVERING INSTRUCTION

Are there plans to offer all or a portion of this programme to students online? If so, elaborate on

the following:

- a. Briefly describe these plans, including method(s) of delivering instruction.
- b. Estimate the percentage of courses in the degree programme that will be offered/available online.
- c. Estimate the number of online students that will be enrolled in the first and final years of the programme (First Year and Final Year, Full-Time & Part-Time).

4. PROGRAMME ENROLMENT

- a. Estimate the total number of full-time and part-time students who will be enrolled in the programme during the first year of operation.
- b. Estimate the total number of full-time and part-time students who will be enrolled in the programme at full capacity.

5. DEVELOPMENT OF NEW COURSES

Will the proposed programme require development of any new courses? If, yes, explain briefly.

6. RESOURCES REQUIRED

Will any of the resources listed below be required to deliver this programme? (If yes, briefly explain in the space below each item and state the source of the new funding and resources required. **Note:** The need for these resources should be done in collaboration with the appropriate departments, e.g., the Library, so they can help identify existing resources, alternatives, access options and needs for sustaining programmes over time.)

- a. New Faculty (Yes/No)
Provide a statement as to the adequacy of the current faculty complement to support this new programme. Explain the extent to which this programme builds on the strengths of current faculty: can it make use of existing faculty or will it require new and additional faculty? Are the additional faculty full-time or part-time? Specify additional requirements especially with respect to sites other than Oakes Field.
- b. Additional Library Resources (Yes/No)
Provide a statement as to the adequacy of current library holdings to support the instructional and research needs of the proposed programme. Explain the extent to which this programme builds on the strengths of the Library's collections. Can it make use of existing resources or will it require new and additional resources? Are these expenditures one-time, recurring, or both?
- c. Additional Facilities and Equipment (Yes/No)
 - i. Describe facilities both on and off-campus required for the proposed programme. Describe the effect of this new programme on existing facilities and indicate whether they will be adequate, both at the commencement of the programme and during the next decade.
 - ii. Describe information technology and services required for the proposed programme. Describe the effect of this new programme on existing information technology and services and indicate whether they will be adequate, both at the commencement of the programme and during the next decade.
 - iii. Detail requirements especially with respect to sites other than Oakes Field.
- d. Additional Programme Support (Yes/No)
Have additional resources been allocated within the unit to support the proposed programme? Are additional administrative staff and graduate student assistantships required? If so, describe them.

Describe the additional supports this programme will need from other departments, including the following:

- i. Student Support Services
 - ii. Advising
 - iii. Disability Services
 - iv. University Writing Centre
 - v. Field Experience
 - vi. Finance
 - vii. Registrar
 - viii. Career Services
 - ix. Marketing
- e. Marketing materials (Yes/No)
Does the new programme require additional marketing materials? If so, describe them (e.g., fliers, prospectus, programme sheets, web pages, advertising, etc.)

7. TUITION DIFFERENTIAL

Is there a plan to seek approval for a tuition differential or programme specific fee for this new programme? (Yes/No). If yes, state the amount of tuition differential or fee being considered and provide a brief justification. Is any part of the student tuition to be supported by a grant or other special source of funding? If so, please explain.

8. DETAILS OF PROPOSER

List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed programme.

9. VETTED BY:

Chair of Academic Unit:		Date:	
Dean of Faculty:		Date:	
Dean of Graduate Studies & Research (for Graduate Programmes only)		Date:	

This request for approval to proceed with the development of this programme has been reviewed and approved:

Provost/VPAA:		Date:	
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APPENDIX II: FULL PROGRAMME PROPOSAL
**UNIVERSITY OF THE BAHAMAS
 UNDERGRADUATE AND GRADUATE DEGREE PROGRAMMES
 <ENTER NAME OF DEGREE PROGRAMME>**

DATE:	Date of submission	
CHAIR/DEAN COMPLETING THIS PROPOSAL:	Name and position of person responsible for preparing proposal	
ACADEMIC UNIT/DEPARTMENT WITH PRIMARY OVERSIGHT OF PROGRAMME:	Name of Academic Unit in which the programme will be located	
SUBJECT AREA:	General area of study	
COORDINATOR:	Name of faculty member who will coordinate the programme	
PROGRAMME NAME:	Name of programme	
TYPE OF AWARD AND DEGREE ABBREVIATION:	Type of bachelor, master's or doctoral degree awarded. What is the exact degree abbreviation (be specific, e.g., <i>B.Sc.</i> , <i>B.A.</i> , <i>M.A.</i> , <i>M.Sc.</i> , <i>Ph.D.</i> , Certificate or other)?	
LENGTH OF PROGRAMME:	Number of years to complete the programme full-time and part-time. <i>This needs to be consistent with University policy.</i>	
ENTRY-LEVEL QUALIFICATIONS:	To be consistent with University policy	
INTENDED FREQUENCY OF OFFERING:	Indicate when new students will be accepted into the programme (e.g., every fall semester, every two years, etc.)	
PROPOSED STARTING DATE:	Semester:	Year:

Elaborate on the following details in your proposal:

1. PROGRAMME RATIONALE

This explains the need for the programme, the reason why the programme should be implemented, the need which the programme seeks to fulfil, the way the programme will benefit the community, and the way the programme fulfils specific goals/objectives identified in UB's Strategic Plan.

2. PROGRAMME GOALS

- a. Description of purpose, goals and objectives
- b. The (name of programme) aims to
 - i. specific goal 1;
 - ii. specific goal 2;
 - iii. specific goal 3;
 - iv. etc.

Note 1: Goals should be listed in terms of what the programme will do, once completed, for students, the field/profession, the country/nation: for example, "*to prepare students....*" or "*to develop students in....*"

Note 2: For Graduate programmes include the following in the Programme Goals as well:

- i. Important/unique aspects of the programme
 - ii. Principles/theories of adult learning that will be adopted
- c. Important/unique aspects of the programme (if any).
 - d. Principles and theories of adult learning (for graduate programmes).

3. NEEDS ASSESSMENT

3.1. FIELD OF EMPLOYMENT

This lists the specific jobs/careers for which the degree is an entry-level requirement.

3.2. HIGHER DEGREE ELIGIBLE FOR

This lists the specific academic programmes (for example, baccalaureate degree or graduate degree) for which the programme prepares students.

3.3. ORGANISATIONS/INSTITUTIONS SURVEYED

This provides a brief summary of who was surveyed, how many were surveyed, and when they were surveyed when carrying out the needs assessment.

3.4. SURVEY METHODOLOGY

This provides a brief summary of the methodology of how the survey was executed.

3.5. RESULTS OF THE SURVEY

This provides a summary of the results of the survey that helps to support/establish the case for the implementation of the undergraduate/graduate programme.

3.6. OTHER ASSESSMENTS

List institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports or committee findings generated in planning the proposed programme.

4. MARKET ASSESSMENT OF MAIN SOURCE OF STUDENTS

This indicates where students in the programme are likely to come from (for example, high school graduates, current UB students, transfer students from institutions in The Bahamas and the Caribbean, persons from specific areas in the workforce, etc.).

4.1 NUMBER OF UB STUDENTS WHO HAVE ATTAINED THE MINIMUM ENTRY QUALIFICATIONS:

This can be determined by referring to UB Admissions statistics on new students accepted each year.

4.2. NUMBER OF STUDENTS TO BE RELEASED FROM EMPLOYMENT BY INSTITUTION (if applicable):

This speaks to the numbers of students likely to be released from their jobs (part-time or full-time) to pursue the programme. Employers should have been surveyed to obtain estimates of numbers of persons who are qualified, who can be released and who are willing to enroll in the programme. These data should be attached to the Needs Assessment Survey Report in Section 3.0.

4.3 ESTIMATE OF STUDENT RECRUITMENT BASED ON THE ABOVE INFORMATION

The number of students projected to enrol in the programme each time it is offered for a period of 5-years.

5. RESOURCES

Identify the minimum number of full-time faculty (and part-time faculty, if applicable) required to offer the programme. Estimate the need for new faculty for the proposed programme over the first four years. If the teaching responsibilities for the proposed programme will be absorbed in part or in whole by current faculty, explain how this will be done without weakening existing programmes. Explain how the programme will affect faculty activity, including course load, service activity and scholarly research. Be explicit in explaining the additional faculty resources that will be necessary to ensure quality and successful implementation, including requirements for Family Island sites.

5.1. CURRENT FULL-TIME FACULTY QUALIFIED TO TEACH THE SPECIALTY SUBJECTS/MAJOR AREA COURSES

- a. Full-time faculty with a Master's Degree in the subject area (include name of full-time faculty, level and type of degree and the institution conferring the degree).
- b. Full-time faculty with a terminal degree in the subject area (include name of full-time faculty, level and type of degree and the institution conferring the degree).
- c. Full-time faculty with a proven record of exemplary performance in the subject area (Name of full-time faculty, level and type of degree/qualification and the institution conferring the degree).

5.2. CURRENT PART-TIME/ADJUNCT FACULTY QUALIFIED TO TEACH THE SPECIALTY SUBJECTS/MAJOR AREA COURSES

- a. Part-time faculty with a Master's Degree in the subject area (include name of part-time faculty, level and type of degree and the institution conferring the degree).
- b. Part-time faculty with a terminal Degree in the subject area (include name of part-time faculty, level and type of degree and the institution conferring the degree).
- c. Part-time faculty with a proven record of exemplary performance in the subject area (Name of part-time faculty, level and type of degree/qualification and the institution conferring the degree)

5.3. ADDITIONAL FULL-TIME FACULTY REQUIREMENT

Number of additional full-time faculty needed to run the programme.

5.4. ADDITIONAL PART-TIME/ADJUNCT FACULTY REQUIREMENT

Number of additional part-time/adjunct faculty needed to run the programme.

5.5. ANCILLARY STAFF REQUIRED

Job Description	Full-Time	Part-Time	Existing	New

(These positions can be shared with other Programmes offered by the Academic Unit.)

5.6. SPECIALIST FACILITIES REQUIRED

Specialist teaching rooms, laboratories, workshops, and other structural facilities needed. State location and funding for new/converted facilities. This identifies the capital

requirements (e.g., computer rooms, resource rooms, reading rooms, laboratories, etc.) that are needed to run the programme. This must include a list of facilities that already exist and the site location and source of funding for new facilities.

5.7. PROJECTED EXPENDITURE AND REVENUE:

- a. Capital Expenditure (e.g. one-time expenses for facilities renovations or additions, equipment purchases, library materials, etc.)
- b. Recurrent Expenditure (e.g. supplies, materials, telephone, travel, insurance, library, software subscription, equipment maintenance, etc.)
- c. Projected Revenue

6. ADMISSION REQUIREMENTS

Specify programme specific admission requirements (e.g., an interview; an audition, submission of a portfolio of works, etc.) if in addition to the normal University requirements.

7. QUALITY ASSURANCE AND PROFESSIONAL ACCREDITATION

Describe the possible/eventual need for quality assurance from professional/accrediting bodies/organizations for the programme. Include the following:

- a. Indicate the names of all accrediting agencies normally concerned with programmes similar to the one proposed. Describe plans to request professional accreditation.
- b. If recipients of the proposed degree will require licensure to practice, explain how programme curricula and title are aligned with requirements to “sit” for the licensure exam.

8. PROGRAMME REVIEW AND EVALUATION PLAN

Describe the organisation of the programme review (e.g., input from students, industry advisory panel, research advisory panel, etc.). All new programme proposals must include an evaluation plan which includes:

- a. Criteria to be used to evaluate the quality and effectiveness of the programme, including the programme’s student learning outcomes.
- b. Measures (metrics) to be used to evaluate the programme (include enrolments, number of graduates, and student success).
- c. The plan and schedule to evaluate the proposed new programme prior to the completion of its fourth year of operation.

9. PROFESSIONAL QUALIFICATION AWARDED UPON COMPLETION OF THE PROGRAMME

State name of professional qualification, if applicable. State whether the award is by separate examination or the award is automatic upon graduation. State the name of the organisation granting the professional qualification.

10. Signed by:

Programme Coordinator:		Date:	
Chair of Academic Unit:		Date:	
Dean of Faculty:		Date:	
Dean of Graduate Studies & Research (for Graduate Programme only):		Date:	

Approved by:

Curriculum Sub-Committee of Academic Senate		Date:	
Academic Senate		Date:	

NOTE: Attachments to this proposal must include the following documents:

1. Needs Assessment Survey Report (to include: Introduction; Limitations; Procedure; Findings; Conclusion; Survey instrument; Comments/Feedback from Stakeholders)
2. Programme Outline (Semester-by-semester list of courses)
3. Degree Programme Requirements
4. Course Descriptions
5. Course Proposal Forms