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ACADEMIC PROGRAMS ROUTING FORM

New Program_____ **Revised Program X_____**

Program Announcement/Letter of Intent must be previously submitted

Complete instructions for the use of this form are provided on the reverse side. If you have any questions, please contact the Office of Academic Affairs at extension 2232.

PART I: To be completed by Department. After completing Part I, forward form to the appropriate Dean. Note - if academic program is in the School of Education, form is sent to the Faculty Council Chair for endorsement before going to the Dean's office.

New programs must submit a writing plan, oral competency plan, critical thinking infusion and assessment plan, and a computer and information literacy infusion plan to the General Education Council for review and approval.

Revised programs need to indicate if the proposed revision will have an effect on one or more of the plans listed above: Yes_____ No_X____. (Not applicable to minors) If so, submit the revised plans to the General Education Council for review and approval.

Department of Art and Design _____ _____ *April 27, 2020*

New/Revised Program Name *Major/Minor Code (revised programs)* *Date*

Kelly Roe Kelly Roe

Department/Program Chair *Contact Person*

Curriculum/Program Representative *Date*

Required for School of Education/School of Business programs ONLY

Endorse concept: YES NO _____

Faculty Council/ Curriculum Chair's Signature *Date*

Part II: To be completed by the appropriate Dean (see reverse). After completing, forward form to the Provost.

Endorse YES NO _____

Dean's Signature *Date*

Part III: To be completed by Provost (see reverse). After completing, forward form along with all attachments back to the Department.

Endorse YES NO _____

Provost's Signature *Date*

Part IV: See reverse for instructions. After completing Part IV, forward form to the Faculty Assembly Chair.

UNDERGRADUATE PROGRAMS

Endorse YES NO _____

Academic Policies Council Chair's Signature *Date*

Endorse YES NO _____

Priorities and Planning Council Chair's Signature *Date*

Endorse YES NO N/A _____

Gen Ed Council Chair's Signature *Date*

GRADUATE PROGRAMS

Endorse YES NO _____

Dean of Graduate Studies and Research's Signature *Date*

Endorse: YES NO _____

Graduate Council Chair's Signature *Date*

Endorse: YES NO _____

Priorities and Planning Council Chair's Signature *Date*

Part V: To be completed by Faculty Assembly Chair.

Approve: YES NO _____

Faculty Assembly Chair's Signature *Date*

Action taken: _____

_____

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All new major program proposals must include all the forms and attachments required by SUNY Central Administration.
These are available at http://system.suny.edu/academic-affairs/app/academic-program-planning/forms/ along with instructions on how they are to be completed.

All minor program proposals must include a completed Proposal for a Minor Program form.
This form is available through the Office of the Associate Provost.

All revised program proposals (major or minor) must include:

1. Side by side list of old and new program requirements
2. Rationale for each revision or addition
3. Changes in resources and rationale for changes

Instructions for completing the Academic Programs Routing Form
PART I - The sponsoring Department will start the process by completing Part I and forwarding the form, proposal**, and attachments** to the appropriate Dean. Note: If the academic program is within the School of Education, the Faculty Council Chair is required to endorse Part I before the Dean.

PART II - The Dean will signify endorsement of the concept by circling yes or no and forwarding the **entire package** to the Provost. Note: If the Dean does not endorse the concept, he/she must append comments or concerns to this form. Comments and concerns with endorsement will also be accepted.

PART III - The Provost will signify endorsement of the concept by circling yes or no and returning the **entire package** to the department. Note: If the Provost does not endorse the concept, he/she must append comments or concerns to this form. Comments and concerns with endorsement will also be accepted.

The Department may address any issues raised by the Dean/Provost before sending the proposal and form, along with the appropriate attachments and 10 copies, to the appropriate council (Academic Policies Council for undergraduate programs) or the Dean (Dean of Graduate Studies and Research for graduate programs). Simultaneously, the Department will send the proposal and form, along with the appropriate attachments and 10 copies, to the Priorities and Planning Council Chair.

PART IV - The Graduate Dean will signify endorsement of the concept by circling yes or no and should then send his/her copy of the form, along with the 10 copies of the proposal and appropriate attachments, to the Graduate Council Chair. The appropriate councils will be reviewing the proposal at the same time; therefore, any suggested changes or endorsements by the Academic Policies Council or the Graduate Council should be immediately relayed to Priorities and Planning Council (and vice versa). When done, the Chair of Academic Policies Council or Graduate Council should send the signed form to the Chair of Priorities and Planning. Once this process is complete, and all of the appropriate committees have endorsed the proposals, the Chair of the Priorities and Planning Council will notify the Faculty Assembly Chair and send along the copy of the signed routing form.

PART V - The Faculty Assembly Chair will notify the department/program and request 60 copies of the proposal (with attachments) for that governance process. Following approval of the proposal by Faculty Assembly, The Chair of Faculty Assembly will notify the department/program and send the proposal with attachments to the President. After approval by the President, the President will notify the department/program and the Chair of Faculty Assembly. The department/program must then send a final copy electronically to the Chair of Faculty Assembly.

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The Art Department would like to change the department name/title to:

Department of Art and Design

Justification:

Our Graphic Design and Interaction Design programs are part of the department. Changing the name to include "Design" reflects our programs and majors. It will also be clearer to the University and potential students as they look at, or search for, specifics.