

Reporting Process of Newly Approved Programs by SCAP

As a program proposal (new majors, centers/institutes) is approved by the Standing Council for Academic Planning (SCAP), the committee requires a follow-up report one-year from the approval date. This requirement will serve to notify the committee of the program status, but is not meant to be as extensive a review as the five year review requirement.

Following is an outline for a one-year report to SCAP on all newly approved programs:

- Program name (and relevant department and college)
- Date of report
- Semester in which the program initially enrolled students
- Number of students currently enrolled
- Number of courses currently approved
- Number of courses with active enrollment
- Summary of feedback received on the program from students, faculty, or other stakeholders

Following the one year report the program will be placed on the five year program review schedule; if no students are enrolled at the time of the one-year report, an annual report will be required until courses are active and students enrolled, at which point the program will be placed on the 5-year SCAP review schedule.

Program Review Timeline

