

## OFFICE OF ACADEMIC AFFAIRS & PLANNING

# New Graduate Certificate Proposal • UW TACOMA



### START

#### IDEA STAGE

- Submit to Academic Plan;
- Discuss with:
  - Faculty, Dean, Executive Vice Chancellor for Academic Affairs (EVCAA),
  - Educational Outreach (fee-based programs),
  - Finance & Administration,
  - Other stakeholders;
- EVCAA notifies the Office of Academic Affairs and Planning (OAAP) in the Graduate School of idea in monthly tri-campus phone call.



#### DRAFT PLANNING NOTICE OF INTENT (PNOI)

- Faculty lead begins drafting PNOI using guidelines on the OAAP website;
- Faculty lead submits preliminary draft proposal and cover sheet to OAAP for review and comment;
- Faculty lead submits signed, finalized PNOI to OAAP.



#### PNOI COMMENT PERIOD

- OAAP distributes PNOI for 14-day comment period, sending to all graduate faculty, chairs, and deans on all three campuses, as well as central administrative units and UWT admin. units;
- OAAP sends PNOI as Notice of Proposal to ICAPP.



#### UW TACOMA APCC

- UWT APCC considers proposal, including final MOA;
- Unit incorporates feedback from APCC, if needed;
- APCC makes recommendation to EVCAA and to Graduate School Dean.



#### FINAL PROPOSAL

- Unit incorporates stakeholders' feedback;
- Includes final Memorandum of Agreement (for fee-based programs).

#### FULL PROPOSAL DEVELOPMENT

- Follows Graduate School proposal guidelines;
- Addresses stakeholders feedback;
- Includes tuition tier (state funded programs) or draft of MOA (fee-based programs);
- Unit submits preliminary draft to OAAP, for review and comment before proposal is finalized.

#### CAMPUS REVIEW

- Council of Deans;
- Executive Budget Committee;
- APCC;
- EVCAA endorses proposal development and notifies OAAP.

#### GRADUATE SCHOOL COUNCIL

- Graduate School Council considers proposal, including final MOA;
- After presentation, unit incorporates feedback if needed;
- Graduate School Dean authorizes sending proposal to Board of Regents.

#### BOARD OF REGENTS

- Certificate approval;
- Provost confirms Regents' approval via memo.

#### CREATE CODE

- OAAP directs Registrar to create new program code.

#### PROGRAM LAUNCH

- Unit works with Graduate Enrollment Management Services to create academic profile;
- Certificate program 5 year review cycle begins.

