

University of Michigan-Flint
College of Arts and Sciences
Curriculum Committee
New Certificate Program Proposal

General Concerns

Certificate programs should be designed to provide a specific set of experiences and/or skills for a target audience. It is expected that certificate programs will be for audiences that are not currently served with existing programs. Courses in the certificate programs can be any combination of on- and off-campus offerings.

Specific guidelines:

- Certificate programs must have a written set of program objectives and a CAASP approved assessment plan listing educational outcomes consistent with the mission of the department and CAS.
- Courses must be specified to provide students with a coherent education experience and allow them to acquire the skills, abilities, and knowledge listed as educational outcomes.
- Programs can have a strong focus on one discipline, or be multidisciplinary, including cross-unit courses and involving faculty governance procedures.
- Certificate programs should have a communication component in the educational outcomes. This communication component would be addressed either within required courses or a specific course appropriate to the field.
- To be admitted into the certificate program, students must meet CAS admission requirements.
- Programs will typically have 12-24 credits.
- To receive the certificate, students must earn a C grade or better in all courses.
- The periodic program review process must include the implementation of a CAASP approved assessment plan as part of the provision for consideration of continuation.

1. Outline:

- a. **Title of Certificate Proposal**
- b. **Proposer and Contact Person:**

2. Rationale for Creation of the New Program:

- a. **Why is this new program being proposed, what need will it address?**
- b. **Discuss the resources available to mount the program including faculty, support staff, space, equipment, library, etc.**

3. General Information:

- a. **Certificate Program Title.**
- b. **The proposed placement in the Catalog (i.e. location between programs currently listed).**

4. New Program Curriculum Listing as it should appear in the Next Catalog (refer to other catalog program listings for examples).

5. **Credit Hours:** Calculate the total credit hours for the program in each of the following ways:
 - a. **Without counting prerequisites.**
 - b. **With counting them – both those specified in the above list and any required for admission to the program.**
6. **Courses: The Proposed Program of Study:**
7. **Affected Programs:** (where applicable, explain).
 - a. **Explain how this program proposal affects other academic programs (if applicable). Proposers may want to include consideration of students needs, pedagogical needs, curriculum, resources, etc.**
 - b. **Indicate whether you have notified the department chairperson(s) of the affected programs so that they may pursue revisions to their programs, if necessary.**
 - c. **If proposing a teacher's certificate program (TCP), indicate when it was reviewed and approved by the Education Department.**
8. **Assessment Plan:** See *UM-Flint Assessment Handbook [1999], Appendix IV, Page 19 (attached)*. This information may also be accessed on the web at:
<http://www.flint.umich.edu/home/handbook.htm>

Appendix IV: Checklist

Department Mission Statement

Does our plan link our departmental mission objectives to our unit's mission objectives?

Programs

Does our plan *explicitly* link our degree programs to discernibly different objectives of our departmental mission?

Educational Outcomes

Does our plan identify outcomes expected for graduates of *all* our degree programs

Does our plan identify *distinct* outcomes for graduates of our *different* degree programs?

Assessments

Does our plan *explicitly* link each educational outcome and one or more assessment methods?

Are there any educational outcomes for which we have *not* specified an assessment?

Are there any assessment methods that address *none* of our educational outcomes?

Have we appended the rubrics by which our department will evaluate all student work products (projects, papers, presentations, etc.) that are to be included in our assessment procedures?

Have we included copies of any surveys we intend to use in our assessment procedures?

Goals

Does our plan include measurable goals for each assessment to be used?

Feedback

Does our plan include a description of how the department will use assessment data to revise, modify, or otherwise improve our degree programs?

Budget

Does our plan include a budget?