NEW PROGRAM APPROVAL POLICY AND PROCEDURES

OBJECTIVE

The objective of this Policy is to establish university-wide standards and procedures to be used in the process of opening new programs.

PRINCIPLES

- The Policy is based on principles of academic freedom, transparency and openness
- The Policy aims at strengthening the principle of academic excellence, guaranteeing the educational viability and administrative sustainability of new programs
- The Policy also re-emphasizes the importance of the mission of AUCA and the principle of interdisciplinary cooperation.

APPROVAL CRITERIA

The main criteria for the approval of the new program is an academically sound curriculum, which is in line with the current state of the discipline or area of study, clearly defined learning outcomes, and demonstrated ability of the program to achieve them, including the availability of adequate resources (human, physical, financial), sufficient number and quality of faculty to sustain the new program.

Overall requirements for any prospective program include:

- Alignment with the mission of AUCA and its strategic plan as well as with the principles outlined above;
- Alignment with the relevant standards set by the Ministry of Education of the Kyrgyz Republic;
- Broad consultation with internal and external stakeholders;
- A comprehensive *"New Program Proposal"* following the template provided below. The proposal must provide a detailed and comprehensive description of the program, namely the objectives, the curriculum, the career path it offers to its graduates, the resources (human and others) it requires, and its contribution to the mission of AUCA.

PROCEDURE

New programs must obtain the approval of the Faculty Senate. Upon approval, Faculty Senate communicates its recommendations to Ucheny Sovet (Scientific Council) and the President,

who proposes the new program for consideration to the Board of trustees. No new program should be opened without the consent of the Faculty Senate.

The applicant(s) submit a full set of documents (list below), to the Academic Affairs Committee (further referred to as AAC). The AAC considers the proposal and responds within 15 working days (during the period of September 15-May 31).
The possible decisions of the AAC are as follows:

1) Recommend- in this case the applicant can proceed by submitting the proposal to the Faculty Senate. The AAC should submit its decision in written form to the chair of the Faculty Senate within 2 working days of its decision.
2) Return for revisions- this can happen in case the document package is not full and/ or the proposal requires minor clarifications. Full package with all documents and clarifications should be resubmitted to the AAC within 10 working days after the decision. Upon resubmission, the AAC should reconsider the application and respond within 10 working days. Application proposal can be re-submitted only 1 time. In case of a consequent refusal from the AAC, see instructions below (§3).
3) Not recommend- in case the AAC judges that the program proposal does not comply with the mission and strategic plan of AUCA; and/ or does not comply with ministerial standards; and/or is in conflict with existing programs at the university; and/ or does not have clear learning objectives; and/or does not offer a qualified selection of faculty, etc. In case the AAC rejects a second submission (see §2) or does not recommend the program (§3), the applicant still has the right to turn to the Faculty Senate for reconsideration.

The applicant(s) submit the AAC's letter and minutes of the meeting together with the complete application file to the Faculty Senate. The Faculty Senate has the right to require a hearing with the applicant and the AAC for clarifications. The Faculty Senate considers the proposal and responds within 15 working days (during the period of September 15-May 31).

The Faculty Senate can:

1) Approve the proposal - in this case the Faculty Senate communicates its decision to the President
2) Reject the proposal- the Faculty Senate can reject a proposal if the new program proposal does not comply with the mission and strategic plan of AUCA; and/ or does not comply with ministerial standards; and/or is in conflict with existing programs at the university; and/ or does not have clear learning objectives; and/or does not offer a qualified selection of faculty, etc.

In case of rejection by the Faculty Senate, the applicant can renew and resubmit the new program proposal in the next semester, directly to the Faculty Senate.

REQUIRED LIST OF DOCUMENTS

1) Program proposal following the template below;
2) A general description of the resources (faculty, staff, library, software/ hardware, instructional, etc.);
3) Minutes from Division meeting discussing and approving the program;
4) Minutes from Curriculum/ Advisory board approving the curriculum. The new programs are required to discuss their curriculum with curriculum/advisory board composed of internal and/or external experts.
5) Copy of the Standards by the Ministry of Education of the Kyrgyz Republic, if such exists, or copy of the standards the program follows.

EFFECTIVE DATE
This policy will become effective 5 days after the approval by the University's President

Adopted by the AUCA Faculty Senate
Date: May 25, 2018

Approved by AUCA President

_____Andrew Wachtel

Date: May 28, 2018

<p style="text-align:center">**NEW PROGRAM PROPOSAL TEMPLATE**</p>

1. Identification of new program

1.1. Title of the proposed degree
1.2. Division, within which the degree is offered
1.3. Responsible person
1.4. Anticipated start date

2. Program objectives

Please describe here the objectives of the program, the rationale or what motivates to open this new program; the knowledge, skills, and competences graduates will acquire; the relation to AUCA's mission.

3. Need

Please elaborate here on the demand from students and the market which could justify AUCA to open this program. Include here outcomes of market analysis and consultations with external stakeholders. Please also include the enrollment projection and recruitment plan.

4. Distinctive characteristics

Please describe how this program is different from what might be offered elsewhere in the country or the region of Central Asia, and/ or how the program would build on what already exists.

5. Educational program description

Description should include:
- ❖ Statement of the student learning outcomes: knowledge, skills, and competences the program graduates are expected to exhibit;
- ❖ Brief summaries of the courses (General Education courses excluded);
- ❖ Statement of the assessment of students' achievement / learning outcomes of the program (ex. Capstone projects, exams, projects, papers, etc.);
- ❖ Statement of inclusion and assessment of AUCA core competences into the program curriculum;
- ❖ Admission requirements (minimum points in English, Math);
- ❖ Graduation requirements (ex., minimum GPA, completion of internships, projects, etc.);
- ❖ Outline of the curriculum with typical course sequence, with required and elective courses in the discipline;
- ❖ Delivery method (face-to-face; blended; online; internship/ practicum)
- ❖ Potential for inter-departmental, or inter- institutional cooperation

6. Faculty

Please describe the existing and needed faculty resources:
- ❖ List of current faculty and their areas of expertise;

- ❖ List of faculty to be hired and their areas of expertise;
- ❖ Estimate of the teaching load per faculty;
- ❖ Faculty Curriculum vitae;

7. Program administration

Please describe who will direct the program, who is member of the curriculum/ advisory board.