



UNC CHARLOTTE
The Graduate School

MEMORANDUM

TO: Dr. Christine Haynes, Chair of the UNC Charlotte Graduate Council

FROM: Dr. Tom Reynolds, Dean, The Graduate School

A handwritten signature in black ink, appearing to read "T. Reynolds".

RE: New Program Review and Approval Forms

DATE: February 20, 2018

The University of North Carolina System has developed new processes and procedures for the review and approval of all degree programs. The "Request to Plan" document has been replaced with a "Letter of Intent to Develop a New Academic Degree Program" and the "Request to Establish" has been revised. The UNC System plans to implement these documents in May of 2018.

I believe this change, in how new programs are reviewed and approved at the system level, gives the University an opportunity to modify how the review and approval process occurs on campus. I ask the Graduate Council to consider the following changes with regards to new graduate degree proposals (master's and doctoral degrees).

- Incorporate the "Letter of Intent" and "Request to Establish" documents into the faculty governance procedures for curriculum review utilizing *Curriculum*.
- Include the Graduate Council in the review of both documents for graduate programming.

These changes will ensure that the Graduate Council has a voice in the process of new program review and implementation and will reduce confusion by using the same UNC System documents to serve for campus review and approval.

If the Council decides to consider this proposal, I would suggest consulting with the Faculty President with the goal to submit a proposal to Faculty Executive Council for consideration.