Graduate Interdisciplinary Programs

Setting up a new GIDP

August 2016
The following steps don’t entirely have to be done in this order and some can overlap.

1. Establish a core group of faculty and set up an Executive Committee
2. Meet the GIDP Faculty Director, Graduate Dean and Vice Provost for Academic Affairs to discuss viability for the program.
3. Establish a set of programmatic bylaws
4. Develop an analysis of Employer and Student demand
5. Develop a Budget and Funding Plan
6. Write up a preliminary proposal for the University Strategic Plan and obtain normal approvals. This is called Planning Approval.

7. Develop a curriculum and set of policies (i.e., a Graduate Student Handbook).

8. Submit a proposal through the Implementation Approval process

9. Create new courses, advertise program, set up admissions, etc. (Only after program approved)
If the program being proposed fits under the loose umbrella of “Applied Bioscience” and has a professional/workforce-based component, please speak to me about the possibility of setting up a track (subplan) under the Applied Biosciences GIDP which offers a PSM degree.

Certain restrictions and conditions apply to such programs, but this may be a viable alternative to creating a whole new program.
First Steps
Establishing a core group of faculty and Executive Committee
Core Faculty

- Identify a core group of faculty from a variety of Units
- Create an Executive Committee (EC) and elect an interim chair.
- The (EC) should come from faculty likely to form the core instructional staff of the GIDP
In the initial stages the EC is responsible for:

- Writing up a set of administrative Bylaws for the GIDP
- Developing a Market Plan and Budget for the program
- Preparing a preliminary proposal for the University’s Strategic Plan
- Developing a curriculum and program proposal for
Executive

Once the program is established the EC is responsible for:

- Managing the administration of the program including budget and student support
- Long and short term programmatic planning
- Recommending Faculty for GIDP membership
- Making academic policy for the program and ensuring official university policies are correctly applied
- Doing admissions
- Organizing social events for program cohesion
Bylaws
The Administrative Core
The bylaws are like a constitution or charter for the program. They lay out the programmatic goals and the internal administrative structure. They typically do not specify curriculum or budgetary matters.
The bylaws should set out at least the following:

- A statement of programmatic goals.
- The method of election of EC members, and the duration of terms.
- Criteria for faculty membership in the GIDP.
- The method of selection, duties and duration of terms for program officers (Chair, Director of Graduate Studies etc.)
Sample program bylaws are available from the GIDP Faculty Director. (gidp@email.arizona.edu)

Bylaws must be approved by a majority vote of the program and must be approved by the Faculty Director of GIDPs and the Graduate College Dean.
Market Analysis
Understanding the needs of students and the workforce
Market Planning

- The University central administration and ABOR now require that new programs establish that there is a market for any new degrees we offer.

- An important first step is to determine if there is a market among students for the degree program and employer demand for students with the degree.
Employer Demand:
- What type of employer will hire the graduates of this program? (Academic? Industry? Public Sector?)
- Is this an emerging area or an area with an established base of employers?
Market Planning

Employer Demand:

- Talk to employers about what skills and knowledge sets they want from potential employees.
- If the program is professional in nature, consider establishing an *industrial advisory board*.

- Be prepared to demonstrate that this degree will be of value to employers in the state and nation. Evidence of this is typically required.
Market Planning

**Student Demand:**
Are there enough students interested in pursuing this degree? This is often tied to whether or not there are jobs for them after graduating.
Student Demand:
What kind of student are you trying to attract? What’s their background? Are they going to be willing to shoulder the costs of their degree?

We recommend you do a market survey among students to demonstrate that there is a real demand for the program.
What is the correct level of degree offering for Market and Student demand?

- Graduate Certificate (9-12 units)
- Masters Level Academic Degree (30-36 units): MA/MS
- Masters Level Professional Degree (30-36 units): PSM, MBA, MA, MS, MFA etc.
- Professional Doctoral Degrees: PharmD, MD, AuD, EdD, DPH, etc.
- Doctoral Level Academic Degree (min 63 units): Ph.D.

Please keep in mind that not all graduates need PhDs and degree type should be driven by career goals of
Budgeting and Funding Plan
Important Provisos

- GIDPs do not have any faculty lines associated with them. (For some GIDPs there are closely related units, with similar names that have faculty lines, but these are not the GIDPs themselves). Faculty lines are the responsibility of contributing units.
- Depending upon the size of the GIDP, the chair of the EC may receive a small stipend from the Office of the Provost.
- This is important to understand because it means that GIDPs should not plan on strategic hiring for the program and that there are no guarantees that critical faculty will be replaced should they leave the
GIDPs are typically self-funded, with only minor contributions from central administration.
Typical GIDP costs

- A Program Coordinator (staff) position (1.0FTE at lowest level = ~35K+ERE/year)
- For large programs an additional support staff position
- Operations costs (typically no more than $5K per year, covers office equipment & supplies, telecommunication costs, social events, Colloquium/Seminar costs)
- Recruitment Costs (advertising, student visits)
- Instructional Costs (software, lab expenses etc.)
Common Sources

- Tuition & Fees (note that tuition waivers/scholarships are not typically provided to students in professional programs, but are provided in very limited numbers to academic programs)
- In the RCM model, tuition will flow to the college where in the course instructor is homed (because this is where the salary cost exists). This means that tuition will not flow to the GIDP.
Common Sources

- Some start-up funds can be negotiated with Colleges, and the Office of the Provost, but such funds are rare.
- Contributions of Home Units/Colleges (primarily by allowing GIDP students to take classes, have faculty serve as advisors etc.)
Common Sources

- Grant Funding (including seed grants, training grants, and direct funding from participant faculty research labs)
- Contributions of Home Units/Colleges
  - allowing GIDP students to take classes,
  - have faculty serve as advisors etc.
- Providing TAships/RAships
- Direct contributions
- Private donations/Scholarships etc. [Important note:}
A budget and funding plan should be approved by the Dean of the Graduate College before the program can be submitted for inclusion on the University Strategic Plan.

This budget and funding plan should include memos of agreement from all sources of funding.
Planning Approval
Faculty planning to submit a program proposal are encouraged to meet early on in the process with both the Vice Provost for Academic Affairs and the Dean of Graduate College.
There are two formal steps to getting a program approved.

First you have to get “Planning approval” from the University and get the program on the University’s Strategic Plan for ABOR.

Then you have to get “Implementation Approval”.

Getting planning approval is meant to ensure that you don’t waste your time creating a full blown proposal if
Each spring ABOR approves the UA’s strategic Plan granting authority to create or modify academic programs.

The typical deadline for getting on the strategic plan is mid January.

The Vice Provost for Academic Affairs is the body that governs this process.

Questions should be directed to Pam Coonan, Senior Director of Curricular Affairs, coonan@email.arizona.edu, 621 4107
PA Steps

GIDP Exec Committee

Grad College Dean / GIDPAC / Faculty Director / Grad Council

Vice Provost for Academic Affairs
approves planning proposal for inclusion in UA’s Academic Strategic Plan

Tri-University Chief Academic Officers

ABOR Academic Affairs Committee
preliminary approval of annual Academic Strategic Plan

Arizona Board of Regents
final approval of Academic Strategic Plan
Curriculum
Curricular policy is typically set out in a *Graduate Student Handbook*. The program must meet the requirements set out by the Graduate college and University policy. The curriculum should outline required coursework, electives, additional requirements (thesis, dissertation, internship, professionalism requirements etc.) The curriculum should outline other curricular policies (i.e. the format of comprehensive exams, the definition of “good standing” and “progress towards degree” and minimum standards and benchmarks for students. The curriculum should set out learning/skill outcomes and mechanisms for assessment.
Implementation Proposal
An important theme in the proposal process is that the proposer has to demonstrate that the program is sustainable in terms of student demand, as well as faculty and other resources.
The exact form of the implementation is determined by whether the program is “duplicative” or not. Duplicative refers to whether a related program is offered at UA or within the State. It is determined by “CIP” code. Details can be found at:

http://www.academicaffairs.arizona.edu/curricular-affairs/implementation-process
The Implementation Proposal asks for various types of info:

- Program Name, College, CIP Code
- Purpose & Nature of Program
- Program Requirements (req. courses, credit hours, special requirements, theses, internships etc)
- Current courses and existing program: list current courses and programs that strengthen proposed program
Information for IP

- Student outcomes and methods of assessment
- Evidence for demand: 5 year projected enrollments
- Local, regional and national need
- Projected degrees awarded
- Appropriateness for the University
- Existing/competing programs at Arizona and WICHE Universities (Western Interstate Commission for Higher Education)
- Expected Faculty (include vitae), including FTE
- Library resources
- Physical Facilities and equipment
- Other support required
- Sources of funding/Budget Projection form
The implementation proposal should be accompanied by letters of support from:

- Unit heads and College deans of contributing faculty
- Unit heads and College deans of programs where there may be potential (or apparent) overlap in content or where there may be significant collaboration with the program
Program Approvals

- Send Electronically to Curricular Affairs
- Approval by GIDP faculty director & GIDPAC
- Approval by Graduate Council and Graduate Dean
- Approval by College Academic Administrators Council
- Approval by Team Provost
- Approval by Faculty Senate (first executive, then general faculty)
- Chief academic officers (The provosts of the 3 Az Universities)
- Arizona Board of Regents (first Academic affairs committee, then ABOR as a whole)
Other Tasks
Other things to do

- Develop and propose any new courses.
- Advertise the program (only after program has been officially approved!)
- Set up admissions system (including program specific questions and criteria) with the Graduate College
- Recruitment planning and student support assignment
- Fundraising planning.
Important Links
and contact information
Links

- Graduate Interdisciplinary Programs: http://gidp.arizona.edu
- Graduate College (including policies): http://grad.arizona.edu
- Office of Academic Affairs (governs academic programs): http://www.academicaffairs.arizona.edu
Key Personnel

- Office of Academic Affairs: Pam Coonan, Senior Director of Curricular Affairs (coonan@email.arizona.edu)
- Graduate College Dean: Andrew Carnie (carnie@email.arizona.edu)
- GIDP Faculty Director: Benedict Colombi (bcolombi@email.arizona.edu)