

4.3.1. Initiation, Operation, and Expansion of Graduate Programs

Presentation of Findings

4.3.1 /1 of 10 Administration and Faculty Responsibilities

New graduate academic programs are established only after a lengthy process of initiation, review, and approval by department/school and college faculty, the Faculty Senate, administrators, the Board of Visitors, and SCHEV. It is the responsibility of the faculty to initiate new academic programs and to recommend the course work and other requisites for the new program. After an initial draft, a new program proposal must be reviewed and approved by the graduate faculty in the department/school housing the program, the chair of the department/school, the college's graduate curriculum committee, and the dean before submission to the Provost. University-level reviews are also required of administrators and the Faculty Senate before a new academic program proposal is advanced to the Board of Visitors and SCHEV for further review and approval prior to implementation.

4.3.1/2 of 10 Curricula and Resources Beyond Undergraduate Programs

The University's graduate curriculum provides programs for research and professional specialization on a significantly more comprehensive scale than its undergraduate curriculum. Graduate students are taught by faculty members with professional accomplishments, advanced-level teaching experience and performance, and demonstrated productive and creative scholarship. Faculty members teaching on the graduate level must meet more stringent criteria than those who teach only undergraduate courses. In addition, graduate students have access to significant resources such as external funding for research, graduate research assistantships, and graduate teaching assistantships.

4.3.1/3 of 10 Research, Scholarly Activity and/or Advanced Professional Training

The "Requirements for Graduate Degrees" policy in the Catalog specifies that research, scholarly activity, and/or advanced professional training are included in the graduate programs offered at the University. Graduate programs include appropriate coursework in research methodology and a culminating experience. Old Dominion University provides a learning environment in which scholarly and/or creative achievement is encouraged.

Old Dominion provides a variety of professional and academic development activities for graduate students. These activities include visiting scholar programs, on-campus symposia, special lecture programs, art exhibits, and concerts. Many graduate programs involve students in clinical and practicum experiences. External research funding provides additional opportunities for graduate students to engage in research initiatives as well as providing limited support for graduate and research assistants.

4.3.1/4 of 10 Competent and Productive Faculty and Adequate Support Services

The University's goal of attracting and retaining a distinguished faculty of teacher-scholars is firmly established through all of its standard faculty personnel practices. These include national recruitment, peer review, establishment of process and standards for initial appointment and reappointment of teaching and research faculty, promotion and tenure, and evaluation procedures and standards. Faculty members teaching in graduate programs must be specifically certified. All faculty personnel policies are published in the Faculty Handbook.

Old Dominion provides comprehensive services for its graduate program. Its networked computer services, which encompass course and faculty Web site support, telecommunications services, digital materials, and software applications, are supplemented by physical computer lab facilities located both on campus and at

TELETECHNET and higher-education center sites. The University has overseen the expansion of the University Libraries, through a renovation of the physical facility resulting in 50% greater space for users and collections, expansion of research-level collections, and continuous growth of research and specialized databases available on the Library's Web site. Science and other specialized laboratories are available throughout the campus. The University's administrative structure provides efficient support services for students, faculty, curriculum, research, financial, and operational functions.

**4.3.1/5 of 10
Initiation of New
Graduate Programs
and Informing the
Commission on
Colleges**

Old Dominion University implemented its first master's programs in 1964, and its first doctoral program in 1971. The Commission on Colleges is informed about the initiation of new graduate programs in accordance with the policy on substantive change. Such notification was submitted for the MS in E-Commerce Systems prior to implementation.

**4.3.1/6 of 10
State Agency
Approval**

The University recognizes that it must secure approval from the appropriate state agency, the State Council of Higher Education in Virginia (SCHEV), when a new program is initiated or an existing program is substantively changed. Evidence of this approval has been seen in the material submitted to the Commission on Colleges concerning program initiation in the College of Business and Public Administration, the MS in E-Commerce Systems. Documentation included a copy of the new program application, the approval letter from SCHEV, a letter to the Commission of Colleges indicating that state approval had been secured, and the response from the commission.

**4.3.1/7 of 10
Needs Assessment**

Ideas for new graduate programs begin at the faculty level and are presented to the department or school chair. If there is interest or support from these administrators, the concept is presented to the Associate Vice President for Research and Graduate Studies. At this point, it is determined whether the program fits the University's mission, goals, and strategic plan; whether the program is similar to programs at other Virginia institutions; and whether there is sufficient student/employer demand for the program. If these criteria are met and the Provost supports further development of a request for the proposed program, the department, with assistance from the Office of University Planning and Institutional Research, develops a thorough program proposal following SCHEV's extensive and rigorous instructions. This proposal includes an assessment of demand for the program, faculty qualifications, resource needs, enrollment projection data, complete administration and curriculum descriptions, and an assessment plan. The entire approval process for new graduate degrees is outlined in the Curriculum Development and Change Policies and Procedures Manual.

**4.3.1/8 of 10
Strength of
Programs**

The University requires a minimum of 120 semester hours for undergraduate degree completion and stipulates that students must attain a cumulative grade point average of at least 2.00. Some programs require a grade point average above 2.00. The Catalog further stipulates that the General Education program represents the common curricular core that prepares students for pursuing a major, broadening their views of life, and understanding an increasingly global and diverse world. It provides students with the basic skills and intellectual perspectives to engage in the search for knowledge, and it develops analytical and critical thinking skills, and the ability to make reasoned judgments. The Catalog stipulates that in order to be admitted to graduate studies, applicants must have earned a bachelor's degree from an institution accredited by a regional accrediting body or an equivalent degree from a foreign institution. Old Dominion continues to maintain strong educational programs at the undergraduate and master's levels. These serve as a foundation upon which the University's doctoral programs have been established.

**4.3.1/9-10 of 10
Free-standing
Graduate
Programs**

Old Dominion University is not a freestanding graduate program or professional school. This requirement does not apply.

Conclusion

The University is in compliance with the SACS/COC *Criteria*.

Recommendations

None

Suggestions

None.

**Must Statement Compliance Table
4.3.1: Initiation, Operation, and Expansion of Graduate Programs**

Must Statement	Compliance Statement	Supporting Documentation <u>Exhibit Numbering Key:</u> Criteria#/MustStatement#:Exhibit
<p>4.3.1/1 of 10. The administration and faculty must be responsible for the development of new academic programs recommended to the governing board.</p>	<p>Compliance</p>	<p>4.3.1/01:01 Faculty Handbook p. 216, Curricular recommendations http://web.odu.edu/ao/affairs/catalogs/fac-han/acad_info/Curricular_Info.htm#2</p> <p>4.3.1/01:02 Faculty Handbook p. 217, Approval of new course and curricular changes http://web.odu.edu/ao/affairs/catalogs/fac-han/acad_info/Curricular_Info.htm#4</p> <p>4.3.1/01:03 Faculty Handbook p. 322, Faculty Senate Constitution, II Purpose http://web.odu.edu/ao/affairs/catalogs/fac-han/appendix/fac_senate_constitu.htm</p> <p>4.3.1/01:04 Faculty Handbook p. 324, Faculty Senate Handbook, IV Standing Committees http://web.odu.edu/ao/affairs/catalogs/fac-han/appendix/fac_senate_constitu.htm</p> <p>4.3.1/01:05 Curriculum Development and Change Policies and Procedures Manual.</p>

<p>4.3.1/2 of 10. A graduate program must have curricula and resources substantially beyond those provided for an undergraduate program.</p>	Compliance	<p>4.3.1/02:01 <i>Catalog 2000-2002</i>, pp. 61-64 http://web.odu.edu/ao/affairs/catalog/synopsis_of_degree_programs.htm#Requirements for Graduate Degrees</p> <p>4.3.1/02:02 <i>Faculty Handbook</i>, p 4, Goals of the University, # 3 Academic Programs http://web.odu.edu/ao/affairs/catalogs/fac-han/univ/goals.htm</p> <p>4.3.1/02:03 <i>Faculty Handbook</i>, p 139, Certification of Faculty for Graduate Instruction http://web.odu.edu/ao/affairs/catalogs/fac-han/faculty/Cert_Fac.htm</p> <p>4.3.1/02:04 Curriculum Development and Change Policies and Procedures Manual.</p>
<p>4.3.1/3 of 10. Research, scholarly activity, and/or advanced professional training must be included in graduate studies and supported by adequate resources</p>	Compliance	<p>4.3.1/03:01 <i>Old Dominion University Catalog 2000-2002</i>, pp. 61-64, Requirements for Graduate Degrees</p> <p>4.3.1/03:02 <i>Old Dominion University Catalog 2000-2002</i>, p. 60, Experiential Learning Credit Options at the Graduate Level/Transfer Credit http://web.odu.edu/ao/affairs/catalogs/synopsis_of_degree_programs.htm#Experiential Learning Credit Options at the Graduate Level 60</p>
<p>4.3.1 /4 of 10. An institution must provide a competent and productive faculty, adequate library and learning resources, adequate computer and laboratory facilities, and an appropriate University organization.</p>	Compliance	<p>4.3.1/04:01 Board of Visitors, 1002, Major Goals of the University http://web.odu.edu/webroot/orgs/AO/PO/bovpols.nsf/pages/manual</p> <p>4.3.1/04:02 <i>Faculty Handbook</i> p. 4 http://web.odu.edu/ao/affairs/catalogs/fac-han/univ/goals.htm</p> <p>4.3.1/04:03 Library's Web page http://www.lib.odu.edu</p> <p>4.3.1/04:04 University Policy and Procedures 3001-3700 http://web.odu.edu/webroot/orgs/ao/po/polnproc.nsf/pages/index</p> <p>4.3.1/04:05 Laboratory facilities, College of Arts and Letters: College of Arts and Letters Web page, "Centers, Institutes, and Labs" http://web.odu.edu/al/artsandletters/centers.htm</p> <p>4.3.1/04:06 Laboratory facilities, College of Education: ESSE Speech-Language Pathology Web page, "Speech-Language Hearing Clinics" http://web.odu.edu/webroot/orgs/Educ/esse/esse.nsf/pages/speech And Special Programs Web page, "ODU Reading Center" http://web.odu.edu/educ/reading_ctr/Contents/AboutUs.html</p>

		<p>4.3.1/04:07 Laboratory facilities, College of Engineering and Technology: Aerospace Engineering Web page, "Research Facilities" http://web.odu.edu/webroot/orgs/Engr/AERO/aero.nsf/pages/research ; Civil and Environmental Engineering Web page, http://www.cee.odu.edu/ ; Electrical and Computer Engineering Web page, "Research Facilities" http://www.ece.odu.edu/Facilities/facilities.html ; Engineering Management Web page, "Department of Engineering Management's Research" http://web.odu.edu/engr/enma/</p> <p>4.3.1/04:08 Laboratory facilities, College of Sciences: Biology Web page, "Biology Facilities" http://web.odu.edu/sci/biology/facilities.html Chemistry and Biochemistry Web page, "Chemistry Departmental Tour" http://web.odu.edu/webroot/orgs/sci/colsciences.nsf/pages/chem-tour Computer Science Web page, "Computer and Research Labs" http://www.cs.odu.edu/cspage/facility/officelayoutsmall.html Ocean, Earth and Atmospheric Sciences Web page, "Teaching Labs" http://web.odu.edu/webroot/orgs/sci/colsciences.nsf/pages/ocen-teachinglabs Physics Web page, "Research Opportunities" http://www.physics.odu.edu/htmlstuf/docs/res0.htm ; Psychology Web page, "Facilities" http://www.psychology.odu.edu/facilities.html</p> <p>4.3.1/04:010 Laboratory facilities, University Office of Computing and Communications Services, "Types of Computer Labs" http://web.odu.edu/af/occs/labtypes.html</p>
<p>4.3.1/5 of 10. An undergraduate institution planning to initiate its first graduate program, a graduate institution planning to initiate a program at a degree level higher than that already approved, or a graduate institution planning to initiate a program at the same level but substantially different from those already approved must inform the Executive Director of the Commission on Colleges in advance of the admission of students. (See the Commission document, "Substantive Change Policy for Accredited Institutions.")</p>	<p>Compliance</p>	<p>4.3.1/05:01 MS in E-Commerce Systems Proposal to SCHEV</p> <p>4.3.1/05:02 SCHEV Response to the MS in E-Commerce Systems Proposal</p> <p>4.3.1/05:03 SCHEV Letter to the Commission on Colleges</p> <p>4.3.1/05:04 Commission on Colleges Letter on the MS in E-Commerce Systems Proposal</p>

<p>4.3.1/6 of 10. The institution also must document that any necessary approval from state or other agencies has been secured.</p>	Compliance	<p>4.3.1/06:01 MS in E-Commerce Systems Proposal to SCHEV</p> <p>4.3.1/06:02 SCHEV Response to the MS in E-Commerce Systems Proposal</p> <p>4.3.1/06:03 Old Dominion Letter to the Commission on Colleges</p> <p>4.3.1/06:04 Commission on Colleges Letter on the MS in E-Commerce Systems Proposal</p>
<p>4.3.1/7 of 10. Before an institution moves from baccalaureate to graduate status, or attempts to expand the number of its graduate programs at the same level, it must demonstrate that it has conducted a thorough assessment of needs, market, and environmental factors.</p>	Compliance	<p>4.3.1/07:01 Faculty Handbook, p. 216, Academic program approval http://web.odu.edu/ao/affairs/catalogs/fac-han/acad_info/Curricular_Info.htm#1</p> <p>4.3.1/07:02 Faculty Handbook, p. 213, Program review http://web.odu.edu/ao/affairs/catalogs/fac-han/acad_info/gen_stat.htm</p> <p>4.3.1/07:03 Curriculum Development and Change Policies and Procedures Manual</p>
<p>4.3.1/8 of 10. Institutions must maintain strong educational programs at the master's and/or baccalaureate levels before attempting doctoral programs, or must justify their departure from the requirement.</p>	Compliance	<p>4.3.1/08:01 <i>Old Dominion University Catalog 2000-2002</i>, p. 44, Requirements for Undergraduate Degrees</p> <p>4.3.1/08:02 <i>Old Dominion University Catalog 2000-2002</i>, p. 61, Requirements for Graduate Degrees</p>
<p>4.3.1/9-10 of 10. Freestanding graduate and professional schools are exempted from this requirement. However, they must demonstrate not only the strength of their individual programs, but also that students admitted have met undergraduate requirements for the program.</p>	Not Applicable	