

SPECIAL REPORT
of the
ACADEMIC MATTERS COUNCIL
concerning the
PROCESS FOR PERIODIC REVIEW OF
UNDERGRADUATE CERTIFICATES

Presented at the
746th Regular Meeting of the Faculty Senate
March 12, 2015

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PROCESS FOR PERIODIC REVIEW OF UNDERGRADUATE CERTIFICATES

Upon completion of four years since the original certificate approval or most recent renewal, certificate program sponsors will be asked to submit a renewal application through the Curriculum Management System. The following prompts will be used to solicit information:

1. What is the certificate's title?
2. Are you seeking renewal of the certificate or requesting to phase it out?
3. When was the certificate approved or last renewed? Please attach the requirements and course list that were in effect for the certificate at the time of approval or latest renewal.
4. Is the certificate intended primarily for students who are enrolled in degree programs at UMass Amherst, or for non-degree students?
5. How many students have completed the certificate since it was approved or last renewed? How many students were enrolled in degree programs at UMass Amherst at the time of certificate completion? How many non-degree students who pursued the certificate subsequently enrolled in degree programs at UMass-Amherst?
6. How many students are pursuing the certificate currently?
7. Are there any concerns about certificate enrollments? If so, please describe plans to address the concerns.
8. Please attach the current requirements and course list for the certificate. For each course, please indicate: (i) In what semesters (since the certificate was approved or last renewed) the course was available to certificate students; (ii) The instructor and enrollment for each of the course offerings; (iii) When the course will be available to certificate students in future semesters.
9. Please describe any changes to the requirements and/or course list of the certificate since it was approved or last renewed, and explain why the changes were made. Please also describe any plans for future changes.
10. Have any substitutions or exceptions been allowed for the certificate's requirements or courses? Please describe each substitution/exception and indicate how many times it has been allowed.
11. Does the certificate's course list include any experimental courses that have been offered three times or more? If so, please describe plans to seek permanent course approval.
12. Please describe how you gauge, and please also provide an evaluation of, the effectiveness of the certificate for preparing students for a future career and/or entry into a degree program (including graduate education).

The Program Subcommittee will review the application, and then bring a recommendation to the AMC that the certificate be either renewed **for five years** or discontinued. Reasons for recommending that a certificate be discontinued would include: (1) Failure to respond to the request for a renewal application; (2) Request by the sponsor to phase out the certificate; (3) Too few students pursuing or completing the certificate (indicating lack of student demand and/or unrealistic requirements); (4) Problems with certificate courses (insufficient availability, too many experimental courses, too many exceptions/substitutions).

MOVED: That the Faculty Senate approve the Process of Periodic Review of Undergraduate Certificates, as presented in Sen. Doc. No. 15-035A.