

Formalized Process for Review of New Graduate Degree Proposals by the New Mexico Council of Graduate Deans

This document outlines a process and calendar for consideration of new graduate degree proposals by the New Mexico Council of Graduate Deans (NMCGD).

A. Prior to Consideration

Each of the representatives of the NMCGD is expected to notify the Council as early as possible about programs preparing proposals at their institutions. This information can be communicated at meetings of the NMCGD, but formal notification should be given to the president of the NMCGD.

- 1) The Graduate Program Proposal Timeline: As soon as possible after the president of the NMCGD has determined that the submitted materials meet the requirements of the Council, the president will schedule a meeting to consider the proposal. Application must be submitted at least 21 days in advance of the NMCGD meeting to ensure proper review by the committee and by the universities they represent, and normally the meeting will be scheduled 30 days after receipt of the proposal;
- 2) The program proposal should contain the following to make approval more likely:
 - a) A completed NMHED graduate application template;
 - b) The internal program application that was approved by the university;
 - c) Signature proof that the university has fully approved the graduate application;
 - d) Appendicize all support documents that provide further justification or support for the proposal including external letters of support, detailed budgets, or any other supporting information.

B. Materials for Submission to the NMCGD

Before submission for approval by the NMCGD, the proposing school must have signature approval from all entities required in their internal approval process. The original approval form must be submitted to the president of the NMCGD with the proposal. While the detailed financial documentation intended for NMHED staff will not be reviewed in detail by the NMCGD, absence of financial information may delay approval of the proposal if the economic impact of the program is in doubt. It is highly recommended that the president of the NMCGD review materials prior to final distribution to avoid confusion regarding completeness.

Address in detail the specified areas of concern articulated in 5 NMAC 5.2 through the NMHED Graduate Application Template. Without these items, a judgment regarding conformance cannot be made by the NMCGD.

11/19/24

C. Nature of the Submitted Materials

When approvals are complete, digital copies of the complete proposal (approval forms, body, and all supporting documents) along with the original approval form must be submitted to the president of the NMCGD. Electronic files (including all of the materials referred to in “B” above) are to be submitted in PDF format. The president of the NMCGD will arrange to have the proposal forwarded for download by NMCGD members and participating faculty at their universities.

Each of the graduate degree granting institutions are to play a role in assessing duplication and integration of resources, determining need and academic rigor. Ready access to the proposal and supporting materials provides quick response and hastens approval.

D. Rationale for the NMCGD Timeline

To provide sufficient time for member universities to review and provide feedback to their Council representatives, the meeting will normally be scheduled for a time at least 30 days after the required materials become available for review. This interval is based on the assumption that faculty and staff are in residence to provide reviews; a longer interval may be provided if universities are on semester break.

The goal of the NMCGD is to provide a thorough and defensible review representing the widest possible variety of academic perspectives, while impeding the progress of the proposal as little as possible. Given the constraints of dissemination and collection of information, 30 days is judged to be a reasonable review period during the Fall and Spring semesters of the academic year.

E. Quorum

A minimum of five of the six Council members must be present, available remotely or represented by written proxy to act on a proposal for a new graduate program. Council members may designate a representative for their university if they are unable to attend.

The goal of this quorum is to ensure adequate participation in this process by all universities, while recognizing that a meeting should not be cancelled, causing a delay in the approval process, because the schedule for individual Council members may not permit participation in every instance.

F. Conduct of the Approval Meeting

Departmental representatives from the proposing institution, including members of the team preparing the proposal, are to make a **brief** presentation of their proposal to Council members, after which they will be asked to respond to questions posed by the Council. Meetings of the NMCGD may be attended by the public, however, it is not anticipated that individuals other than Council members and departmental representatives will actively participate in the meeting. Supporting statements from other individuals and organizations are to be in written form. Supporting and critical reviews from other New Mexico institutions are to be communicated by the Council member from that university.

G. Recommendations Based on Deliberations

Approval or Qualified Approval: A majority of Council members must vote in person, remotely or by proxy for approval of proposed graduate programs. A majority of the Council may find a proposed program acceptable, but withhold final approval pending clarification of issues raised in the approval meeting. At the time that Qualified Approval is given, the Council shall outline a schedule for receiving clarification and indicate the method by which final approval shall be made (at a meeting of the NMCGD, by correspondence, or as changes expected before the NMHEAC and Cabinet Secretary).

Against Approval: The failure of a proposal to obtain a majority of Council member support for approval or qualified approval will mean that the proposal was not approved.

No Action - The Council may find that a proposal is inappropriate or lacks some elements necessary to provide a recommendation. In such cases, the Council may elect take to no action.

Rationale – Proposals brought before the NMCGD will be approved or disapproved. Experience has shown that proposals may arrive for consideration by the NMCGD with flaws that make them unacceptable as presented, but still sufficiently meritorious to be moved forward without a complete resubmission and consideration of the proposal. This section provides for inclusion of missing materials or clarification of minor issues without need for a rehearing at a subsequent meeting.

H. Report of the NMCGD

The President of the NMCGD is responsible for providing timely written notification to the NMHED, recording the vote and detailing the findings and recommendations of the NMCGD. In particular, the Council must address their assessment of need, duplication and integration of state resources, availability and commitment of institutional resources, academic merit, and the likely effectiveness of the proposed program. The original approval document provided by the university will be endorsed by the president of the NMCGD and forwarded to graduate dean of the proposing university and the ex-officio members from the NMHED.