# STANDING COMMITTEES

Academic and Student Affairs Committee

Establishing the Graduate Certificate in Electrical Engineering Foundations (School of Science, Technology, Engineering & Mathematics, Division of Engineering & Mathematics, UW Bothell)

# **RECOMMENDED ACTION**

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents grant authority to the Graduate Faculty of the UW Bothell School of Science, Technology, Engineering & Mathematics (STEM), Division of Engineering & Mathematics, to offer the Graduate Certificate in Electrical Engineering Foundations, effective Autumn Quarter 2017. This will be a fee-based program offered in coordination with UW Professional & Continuing Education. The graduate certificate program will have provisional status with a review to be scheduled for the 2022-2023 academic year. At such time that continuing status is granted, a ten-year review cycle would begin.

# BACKGROUND

In November 2015, the Graduate School received notification of intent to plan the Graduate Certificate in Electrical Engineering Foundations from the School of Science, Technology, Engineering & Mathematics (STEM), Division of Engineering & Mathematics. After tri-campus stakeholder comment, the faculty developed a full proposal that was reviewed and approved by the Graduate Faculty of the Division of Engineering & Mathematics. On October 18, 2016, the UW Bothell General Faculty Organization Executive Council endorsed the Graduate Certificate in Electrical Engineering Foundations and recommended it be forwarded to the Graduate School for approval. The final proposal was submitted to the Graduate School in November 2016.

The curriculum of the graduate certificate is designed to cover critical knowledge from an ABET-approved Bachelor of Science in Electrical Engineering core curriculum, yet at a pace and intensity that is reflective of, and appropriate for, a graduate-level education. It is expected that applicants to the graduate certificate will bring with them a set of core technical skills that will enable them to be successful in an electrical engineering graduate program.

The graduate certificate is intended primarily as a mechanism for graduate nonmatriculated students with degrees outside electrical engineering, such as other engineering degrees, mathematics, chemistry, or physics, to prepare for success in

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an electrical engineering graduate degree program at UW Bothell or another institution.

The certificate will be offered as a self-sustaining program in collaboration with UW Professional & Continuing Education.

The Dean of the School of Science, Technology, Engineering & Mathematics, the Vice Provost and Dean of the Graduate School, and the Provost have reviewed and approved the recommendation to approve the Graduate Certificate in Electrical Engineering Foundations.

*Attachment* New Graduate Certificate Proposal – UW Bothell

# New Graduate Certificate Proposal – UW Bothell

### IDEA STAGE

Conversations with:

- Faculty/Deans/Chancellors
- PCE (fee based programs)
- •Office of Planning & Budgeting & Provost Office
- •UWB Director of Graduate Studies (DGS)
- •Other stakeholders across the three campuses.

#### DRAFT PNOI

- Follows Graduate School PNOI guidelines
- •Faculty lead engages UWB Curriculum Director (CD) and Office of Academic Affairs and Planning (OAAP) in the Graduate School during PNOI development
- •CD and OAAP review PNOI for completeness, confirmed by DGS
- •GFO (EC) reviews/approves
- •Council of Academic Deans notified; Dean and VCAA sign

FULL PROPOSAL DEVELOPMENT

Includes tuition tier (state-funded programs) or

draft of MOA (fee based programs) and/or other

•Submit preliminary draft to OAAP; unit receives

•CD reviews for completeness, confirmed by

•School/unit review and approval; Dean and

VCAA Sign; CD submits final proposal to OAAP.

•Follows Graduate School proposal guidelines

Addresses stakeholder feedback

applicable agreements

& incorporates feedback

•CD submits signed PNOI to OAAP.

DGS

#### PNOI COMMENT PERIOD

OAAP sends out for 14 day stakeholder comment period (all three campuses)
Includes UW Libraries, Registrar's Office, GEMS
Includes UWB main administrative units impacted (e.g. IT, IP & B, Enrollment).

Chancellor's

development,

notifying DGS

and OAAP.

Office

endorses

proposal

# AC & GFO REVIEW

- •AC & GFO (EC) review proposal, including final MOA (multiple iterations possible)
- •AC makes recommendation to VCAA & Chancellor who informs Graduate School Dean; includes OAAP and DGS on all correspondence
- •VCAA signs proposal and CD submits to OAAP
- Graduate School Dean authorizes sending proposal to Board of Regents.

#### **BOARD OF REGENTS**

- •Certificate approval
- Provost confirms Regents' approval.

# CREATE CODE

OAAP directs Registrar to create new program code.



PROGRAM LAUNCH

Certificate program 5 year review cycle begins.

# **ATTACHMENT**

