

## Highline College Degree-Development Flow Chart

Transfer (AA, AS) degrees*	Professional-Technical (AAS) degrees	Applied Bachelors (BAS) degrees
<p><b>1. Department:</b> Department develops initial proposal, securing:</p> <ul style="list-style-type: none"> <li>• Dean's support</li> <li>• Division support</li> </ul> <p><b>2. Dean's Office:</b> Dean reviews proposal for alignment with statewide agreement(s)</p> <p><b>3. Faculty Senate:</b> Dean, division present proposal for Senate recommendation based on consideration of:</p> <ul style="list-style-type: none"> <li>• Alignment with transfer agreement(s)</li> <li>• Compliance with Highline credit totals, distribution areas, g.p.a. minimums, etc.</li> </ul> <p>Senators seek opportunities for inter-departmental support of the proposal before advancing to CAO/PDC</p> <p><b>4. Policy Development Council:</b> PDC distributes proposal to governance bodies for comment</p> <p><b>5. Chief Academic Officer:</b> As a member of PDC, the CAO accepts PDC comments and moves the degree to the President for final approval under delegated authority of trustees</p> <p><b>6. President:</b> President provides for final approval under delegated authority of trustees</p> <p style="text-align: center;">* Process describes adoption of state-approved transfer pathway degrees. Other revisions could be proposed locally.</p>	<p><b>1. Department:</b> Department develops initial proposal, securing:</p> <ul style="list-style-type: none"> <li>• Advisory Committee support</li> <li>• Dean's support</li> <li>• Division support</li> </ul> <p><b>2. Dean's Office:</b> Dean advances proposal to SBCTC for state-level approval(s)</p> <p><b>3. Faculty Senate:</b> Dean, division present proposal for Senate recommendation based on consideration of:</p> <ul style="list-style-type: none"> <li>• Approval by advisory committee</li> <li>• Approval by SBCTC</li> <li>• Compliance with Highline credit totals, g.p.a. minimums, gen-ed credits, etc.</li> </ul> <p>Senators seek opportunities for inter-departmental support of the proposal before advancing to CAO/PDC</p> <p><b>4. Policy Development Council:</b> PDC distributes proposal to governance bodies for comment</p> <p><b>5. Chief Academic Officer:</b> As a member of PDC, the CAO accepts PDC comments and moves the degree to the President for final approval under delegated authority of trustees</p> <p><b>6. President:</b> President provides for final approval under delegated authority of trustees</p>	<p><b>1. Department:</b> Department develops initial proposal, securing:</p> <ul style="list-style-type: none"> <li>• Advisory Committee support</li> <li>• Dean's support</li> <li>• Division support</li> </ul> <p><b>2. Applied Baccalaureate Committee:</b> Director advances proposal to Applied Baccalaureate Committee for guidance</p> <p><b>3. Dean's Office:</b> Dean advances proposal to SBCTC for state-level approval(s)</p> <p><b>4. Faculty Senate:</b> Dean, division present proposal for Senate recommendation based on consideration of:</p> <ul style="list-style-type: none"> <li>• Approval by advisory committee</li> <li>• Approval by SBCTC</li> <li>• Compliance with Highline credit totals, g.p.a. minimums, etc., under NWCCU and Instruction Commission guidelines</li> </ul> <p>Senators seek opportunities for inter-departmental support of the proposal before advancing to CAO/PDC</p> <p><b>5. Policy Development Council:</b> PDC distributes proposal to governance bodies for comment</p> <p><b>6. Chief Academic Officer:</b> As a member of PDC, the CAO accepts PDC comments and moves the degree to the President</p> <p><b>7. President:</b> President provides for final approval under delegated authority of trustees</p>

NOTE: Departments and divisions reserve the right to develop and adopt courses that meet specific requirements within their discipline.

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## Faculty Senate Role in All New Degree Proposals

After individual departments have developed an initial degree proposal and secured support from the appropriate Division and Dean (as well as Advisory and/or Applied Baccalaureate Committees as needed), *the proposal is presented to Faculty Senate by the relevant Dean, Division or Department.*

Faculty Senate then serves as a conduit for campus-wide faculty voice and perspective in the process. Senators actively facilitate timely, constructive conversation with individuals/divisions to seek questions, comments, and input. Senate will provide a final recommendation to the Board, by vote or consensus, based on this feedback