

## **Academic Council Initiative Proposal Process**

Start with a great initiative idea.

Submit a Letter of Interest at [Courseleaf.linfield.edu/intentadmin](https://courseleaf.linfield.edu/intentadmin)

### Academic Council

#### *Phase 1*

Reviews a **Letter of Interest** (simple overview, may include request for funding for exploration and creation of full proposal) within 30 days of submission.

Approved Letters of Interest move to Phase 2.

#### *Phase 2*

Reviews **Initiative Proposal Form** (provided by the Office of Academic Affairs).

Work with proposal lead to identify appropriate channels for further consideration, vetting, and approval necessary for implementation.

Move recommended initiatives to University Cabinet.

### University Cabinet

Review and approve.

Approved initiatives are eligible for funding consideration.

### Board of Trustees

Approved initiatives go to the Academic Affairs Committee and to the Board for fiduciary and degree considerations.

- Informationally
- Programmatic Funding Investments
- New degree approval

### Accreditation

New initiatives go to our regional accreditor, Northwest Commission of Colleges and Universities (NWCCU), if required for substantive change (major or minor).