



New Academic Program Development Process

Initial Proposal:

Faculty members who want to propose a new academic program should prepare a brief (2 pages) summary of the new program's goals, rationale, target population, approximate curriculum, and a rough estimate of the resources required. Refer to "New Academic Program Development Initial Proposal" for more information.

The Dean housing the program and the appropriate school caucus, along with the Provost must agree that the proposal is acceptable for further development. This decision is based on whether the program fits the school and institutional mission, and whether there is a reasonable chance for fiscal viability. No approval is given, other than authorization to prepare a detailed proposal. The proposal can be vetoed at this stage, and should be if there is little or no chance of final approval. If this program is outside of our current accreditation, the provost will process with WASC the necessary paperwork.

Detailed Proposal:

The home department or interdepartmental group then prepares a detailed proposal for the new program, including the following specific elements:

- A. Program goals and rationale. Discuss the goals and needs for the program and also the uniqueness of the program. How does the program fit with the mission of the University?
- B. Curriculum. Discuss the curriculum and compare to similar universities' programs.
 - Will existing courses be used?
 - How does the program's curriculum meet the program review standards as outlined in the Program Review Manual, specifically pages 6-7?
 - Will new courses be needed? If so,
 - i. Identify proposed courses and faculty to teach these new courses
 - ii. Describe the course format (cohort? Methodologies, teaching strategies, etc.)
 - iii. Describe the relationship of new courses to existing course offerings (how are they similar or different)
- C. Student projections. A needs analysis is required to provide data to ensure a research based decision making model.
 - Who are the target students?
 - If applicable, what admissions criteria will be used?

The potential demand for the new program must be justified and supported by objective data, not limited to the following:

- i. National, state, or regional employment and/or economic forecasts.
- ii. Input from local or regional business groups, by survey or focus groups.
- iii. Input from the potential student pool, by survey or focus groups.

- D. Program structure. Discuss the components of the structure.
- i. Will a cohort structure be used or will students proceed at individual pace?
 - How many credits per semester will be the normal load?
 - What is a typical complete program, semester by semester?
 - ii. What is the proposed governance structure?
 - E.g., will a specific department take responsibility, or will there be an interdepartmental steering committee, etc.?
 - iii. Will the program involve any collaborative arrangements or joint sponsorship by other institutions?
 - Will any portion of the program occur off-site? If so, where?

This information must be provided in a format that is both appropriate for assessing the academic structure of the program and also allows estimates of expected revenues. Proposals involving collaborations must be justified academically and fiscally, and the relationship of the collaborative or off-site functions to the in-house governance structure must be clear and justified.

E. Resources:

- What resources (manpower, space, technological) will be required?
- What new library resources are required?
- Who will be the faculty for this program?
- Who will advise the students?
- If applicable, who will read literature reviews and/or theses?

F. Financial Implications:

- What is the projected revenue or new student credit hours to be generated?
- What are the related expenses?

G. Assessment:

- What are the desired student outcomes for the program?
- What direct and indirect measures will be used to assess the success of the program?
- How and when will these data be gathered?

See Assessment Manual for more details.

H. Request for comments by support units. The proposal should be distributed to appropriate support units for their comment.

- The specific units might vary with the nature of the program, but would generally include Student Life, Admissions, ITS, Student Financial Aid, Library, Registrar, etc.
- These units would not approve or reject the proposed program, but would be asked to comment on whether there would be any problems fulfilling the needs of the new students.

I. Request for comments from Faculty Session.

Review Process:

1. Review by the School Caucus: The school should review the detailed proposal as noted in the academic committee review below. The school minutes should reflect an approved detailed proposal.
2. Review by the Academic Committee: The Academic Committee will assess the academic quality of the proposed new program. The committee can make a recommendation for approval of the program, make a recommendation for approval with a list of specific concerns that should be addressed or monitored, or refer the program back to the proposers for appropriate modification. The recommendations should be forwarded to the Provost and Academic Cabinet. The Academic Committee should base its review on the following general criteria.
 - A. Overall program structure:
 - Is the program academically sound?
 - Are the admissions criteria suitable and appropriate?
 - Are the faculty appropriate for the program goals?
 - Is the proposed program governance structure appropriate for maintaining academic quality?
 - Is the use of adjunct faculty appropriate?
 - B. Individual courses:
 - Do the individual courses have appropriate content?
 - Is the level of the courses appropriate for the students?
 - Do the courses incorporate sound principles of pedagogy and student performance evaluation?
 - Has unnecessary duplication or overlap with existing courses been avoided?
 - C. Academic resources:
 - Are there any concerns over the adequacy of resources, such as faculty manpower, library resources, laboratory space, etc.?
 - If collaborative or off-site arrangements are proposed, are there appropriate safeguards to ensure that appropriate standards of academic quality are met?
 - D. The demand the new program will place on existing resources.
 - The committee should give primary consideration to the required academic resources (faculty, laboratory space, etc.) and secondary consideration to student support resources (housing, stipends, etc.).
 - The committee should take into account any new resources that may be supported by the program revenues.
 - E. Does the proposed new program fit the university and program mission and goals?
3. Review by the Dean: The appropriate dean will review the proposal before the review by the Academic Committee. The dean will focus on the financial plan, the requirements for central administrative support, and outcomes assessment. The dean is expected to work with the proposers to resolve any problems in this area. The dean will prepare a report and recommendation on these matters for the Academic Cabinet.
4. Review by the Provost/Academic Cabinet
5. Review by Academic Affairs Committee of the Board of Trustees.

New Program Development Check Sheet

Initial Proposal (2-page summary):

- General Info: Proposed Curriculum, DSO's, Program Goals, Program Structure
- Program Rationale: Student Demand/Clientele, Employment Factors
- Estimate of Resources Required
- Program Implementation & Evaluation: Collaborative arrangements, Off-Site locations, Assessment measures

Approval:

- Dean
- School Caucus
- Provost

Detailed proposal:

- Program goals and rationale
- Curriculum
- Student projections
- Program structure/Collaborative Arrangements
- Resources required
- Balance between revenue and expenses
- Desired Outcomes/Assessment
- Review by Supporting Units
- Review by Faculty Session

Approval of Detailed Proposal:

- Review by School Caucus
- Review by Dean
- Academic Committee
- Provost/Academic Cabinet
- Board of Trustees – Academic Affairs Committee



New Academic Program Development Initial Proposal

1. General Info/Program Description:
 - a. Title of the Proposed Degree
 - b. Description of the proposed curriculum (credit hours/units, sample outline and/or syllabus)
 - c. Desired Student Outcomes
 - d. Goals of program
 - e. Program Structure (cohort model? Average units per term, etc.)

2. Program Rationale:
 - a. Institutional factors: include mission and planning process, impact on other areas of the institution
 - b. Student Demand/Clientele to be served
 - c. Access to graduate and professional programs
 - d. Demand and employment factors

3. Resources Needed
 - a. Listing of program faculty and administrators
 - b. Description of needed learning resources (space, library resources, technological)
 - c. Project revenue & related expenses

4. Program Implementation and evaluation
 - a. Collaborative arrangements (if applicable)
 - b. Off-site locations (if applicable)
 - c. Program assessment measures