

NEW ACADEMIC PROGRAM PROPOSALS (2018)

I. ACADEMIC PROGRAM NAME AND DESCRIPTION

A. This proposal is for (check one):

- Major (24-36 hours in a discipline)
- Minor (18-21 hours outside a major; may be interdisciplinary)
- Concentration (a set of unified courses within a major)
- Certificate (a set of unified courses evidencing expertise in an area)

B. In what division/s will this program be offered?

- Day
- Continuing Education
- Both

C. Program name: _____

D. Major Department (For interdisciplinary programs, list all departments involved.):

E. Description as it will appear in the catalog:

F. Intended date of implementation: _____

II. ACADEMIC PROGRAM REQUIREMENTS: List the program requirements, including minimum number of credit hours, required courses, and any special requirements, including theses, internships, etc. Indicate if there are choices among groups of courses. Indicate whether courses are "new". *(Each new course requires a "New Course Request" Form and appropriate documentation.)*

Admission Requirements (Include GPA, lower division prerequisites, etc.):

Program Curriculum Requirements:

Course #	New/Existing	Title	Cr. Hours	LA/S	
				Yes	No

Total#: _____

Total: _____

Electives:

Course #	New/Existing	Title	Cr. Hours	LA/S	
				Yes	No

Total#: _____

Total: _____

TOTAL NUMBER OF COURSES TO BE TAKEN: _____

TOTAL NUMBER OF CREDIT HOURS REQUIRED: _____

Typical Curriculum: Attach a sample "plan of study".

III. JUSTIFICATION

A. Students:

- Evidence of Student demand
- Estimated enrollment in the first year
- Five year projected student enrollment
- Students to be served
- Transferability of program participants' credits to and from other institutions

B. Market Analysis

- Need for graduates in the local/regional/state labor market
- Identify existing programs in the region as it concerns program duplication
- Distinguish this program from others already in existence.

C. Explain how the proposed program is consistent with the mission and strategic plan of the university. (Reference specific sections of the Mission, Vision, Core Values and/or the Strategic Plan).

IV. OUTCOMES AND ASSESSMENT

Expected Outcomes: Indicate the expected learning outcomes and competencies anticipated for students who complete this program.

Describe the assessment procedures and at what point they will be used to evaluate the students' competency in terms of the learning goals, skills, and other competencies described above. Be specific about assessment methodology.

V. RESOURCES

- A. Identify additional staff required (Specify positions.):

- B. Identify faculty prepared to teach in the program and changes to the current course offerings of these faculty due to the commitment to the new program.

- C. Indicate what special materials, equipment, and space will be required and estimated cost:

- D. Library (Indicate what additional library resources are needed.):

- E. Other costs (i.e., faculty development for certifications or licensure; internship supervision costs, special classroom needs, etc.):

- F. Impact on other programs and the home department:

VII. DEPARTMENT CURRICULUM COMMITTEE SIGN-OFF:

(NOTE: All curriculum changes require review by the Department Curriculum Committee and the Department Chair.)

Vote: _____ / _____ / _____ (For / Against / Abstain)

Name of Chair, Department Curriculum Committee

Name of Chair, Department _____

VIII. REVIEWED WITH APPROPRIATE DEAN(S)

Name of Dean _____