

Protocol for Requesting Approval of a New Academic Program
Revised 22 November 2013
DRAFT

A request from the faculty members organizing a new academic program (major, minor, certificate program, etc.), should be made in writing to the chair of Faculty Council and copied to the chair of the Committee on Academic Policies. These requests should be accompanied by a narrative that provides all supporting information regarding the new academic program.

The narrative should detail the following:

1. Broad description and purpose of program, including
 - Ways in which the program contributes to the student experience;
 - Ways in which the program strengthens the academic mission of the University;
 - Prevalence of comparable programs at similar institutions, and in the geographic region;
 - Relationship between proposed program and existing programs:
 - Are there existing programs with similar goals and learning outcomes?
 - Is the new program expected to draw students away from existing programs?
 - Could there be perceived conflict with existing programs (especially between programs with similar names)?
2. Program Curriculum
 - Program requirements and program learning goals
 - Rationale for the program requirements
 - Course descriptions, including prerequisites and sequencing of courses
 - Description of how the requirements contribute to the program learning goals; this may be demonstrated using a curricular map.
 - List of courses to be developed, including a timetable for this development
 - Mechanism for approving new courses for the program
 - Program Academic Learning Outcomes
 - Evidence that there are sufficient faculty who are willing and able (both in terms of expertise, and in terms of teaching load) to teach the courses in the program, or indication that new faculty hires will be required.
3. Organization and Administration of Program
 - Responsibilities of program director
 - Indicate if program will be directed by chair of an existing department, or similar existing position; otherwise, identify probable initial program director, including his/her willingness and availability to serve
 - Structure of governance
 - Composition of Advisory Board, if applicable
 - Appointment process to Advisory Board, if applicable
 - Recommended line of reporting

4. Implementation Timetable

5. Assessment

- Likely student learning outcomes, at both the program and course level
- Anticipated method of assessing the learning outcomes
- Indicators that will be used to gauge program success; e.g., enrollment, course evaluations, students' post-graduation activities

6. Anticipated budget

- Description of expenses during start-up: FTE Faculty and Benefits (if new faculty hire), capital equipment, library resources, etc.
- Description of ongoing expenses: Administrative/staff support (including load reduction for director if applicable), equipment replacement, travel, supplies, etc.
- Description of expected revenue from the program

7. Letter from the University Budget Committee, indicating

- The committee has reviewed the proposed budget for the program
- Recommendations for changes to the proposed budget, if applicable
- Indication of whether the program, once fully established, can be expected to pay for itself, and if so, whether it can be expected to generate additional revenue beyond what's needed to fund the program.
- Indication of the source of the start-up money, if any; e.g., identified outside funding, existing University funds

8. Letter from the Executive Director for Academic Finance, ensuring that JCU budget guidelines are followed and that the budget is realistic.

9. Letters from the Enrollment Division

- For an undergraduate program:
 - Indication of an understanding of the program and ability to promote the program
 - Expected interest in the program among prospective students
- For a graduate program:
 - Evaluation of financial aid eligibility
- Separate letter from the Registrar, indicating any special needs regarding scheduling, billing, etc.

10. Letters of Support

- Appropriate academic dean(s), including support for requested release time
- For a graduate program, the appropriate associate dean
- Chairs of departments impacted by the program, indicating (where appropriate)
 - Likely frequency with which departmental courses supporting the new program will be offered
 - Support for the development of new departmental courses that support the new program, and a commitment to schedule such courses

- Extent to which departmental faculty will be available to teach outside the department in support of the new program
 - Extent to which departmental faculty will be available to serve as director of the new program
- Assistant Provost for Institutional Effectiveness, indicating
 - Relationship of new program to overall curriculum
 - Viability of assessment plan
 - Resources available to support assessment of the program

During the development of the program, and prior to requesting the letters in points 7-10 above, the proposers should consult with the people or committees who will write those letters, to ensure that the program is viable.

As this document describes procedure rather than policy, it is subject to periodic review and editing by the Committee on Academic Policies, with the approval of the Faculty Council.