New Program/Program Change Proposal Template

Please submit a copy of the proposal via email to Nancy Gourash Bliwise, Vice Provost for Academic Planning at nancy.bliwise@emory.edu

The document should include a concisely worded narrative with the information specified below. Supplemental information is included in appendices. A proposal normally does not exceed 25 pages plus appendices. Please note that the categories below closely follow SACSCOC requirements so that, should SACSCOC approval be necessary through their substantive change process, the proposal is in the correct form.

The following guidelines are generic; each proposal should be tailored to focus on the specific change being proposed. Some of the items listed may not apply to the proposed change. If you have questions about what to include, please contact the Vice Provost for Academic Planning (nancy.bliwise@emory.edu).

Cover Sheet for Prospectus
- *Include name, phone number, and e-mail address of the person to be contacted with questions regarding the proposed program/change.*
- *List certificate, diploma and degree programs which are related to the proposed program.*
- *List institutional strengths that facilitate the offering of the proposed program.*

1. *ABSTRACT* (limit to one page or less)
- *Very briefly describe the proposed new program or change to an existing program.*
- *List the expected date of implementation.*
- *Describe the primary target population for the new program. If this is a change to an existing program, give current enrollment figures.*
- *Provide the projected number of students initially expected to enroll in the new program or the number of students affected by the change.*
- *Describe the instructional delivery method(s).*
- *If the program or change involves an off-campus site, list its complete physical address (for SACSCOC).*

2. BACKGROUND INFORMATION
- *Begin this section with a clear statement of the nature and purpose of the program/change in the context of the institution's and academic unit's mission and goals.*
- *If authorization is required by a governing board or the state for a distance, joint or dual degree, give evidence of the legal authority for the change. Develop any Memorandum of Understanding with assistance of the Office of General Counsel and include it as an appendix.*
- *Discuss whether the proposed degree program is similar to or overlaps with other program(s) offered on the main campus or at other approved off-campus sites. Include a letter of support from the chair of the other program(s). An example would be a new program in finance offered by the business school might have some overlap with a track in economics. A letter of support would document the discussion and support for the new program.*

3. ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL
- *Briefly discuss the rationale for the new program or change, including an assessment of need. For new programs, provide relevant benchmark data.*
- *Document that faculty and other relevant groups (e.g., school curriculum committee) were involved in the review and approval of the new program or program change.*

- *Provide letters of support in an appendix. Be sure that one of the letters is from the Dean of your academic unit.*

4. DESCRIPTION OF THE NEW PROGRAM OR PROGRAM CHANGE
- *Provide a description of the proposed new program or program change, including the specific outcomes and learning objectives of the program.*
- *For new programs, include a schedule of proposed course offerings. When proposing program changes, include a narrative description and table or curriculum map showing the changes.*
- *Identify the appropriate Classification of Instructional Programs (CIP) code for new programs and program changes (if relevant). CIP codes are used by the federal government from tracking enrollments, degree completion, and program outcomes and can be found online (**CIP Codes**)*
- *Describe administrative oversight designed to ensure the quality of the program or services to be offered. This could include defined administrative roles (e.g., Director of Graduate Studies or a faculty advisory committee).*
- *Where relevant, discuss how proposed changes impact admission, general education, or graduation requirements.*
- *A proposal for approval of a program offered through distance learning should describe the infrastructure supporting the delivery method (technical platform, training of faculty, development of courses for distance delivery, technical support for students and faculty).*
- *In the case of a change involving the initiation of a branch campus or an off-campus site, indicate the educational program(s) to be offered. Describe any differences in admission, curriculum, or graduation requirements for students enrolled at new site(s), or any special arrangements for grading, transcripts, or transfer policies.*

5. FACULTY
- *Provide a complete roster of those faculty who are employed to teach in the program referred to in the proposal. Use the SACSCOC **Faculty Roster form** to provide this information.*
- *Include a description of those faculty members' academic qualifications and other experiences relevant to the courses to be taught in the program in question, course load in the new program, and course work taught in other programs currently offered. Please consult the **Faculty Roster Instructions** for guidance in completing the Roster.*
- *Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program and describe the impact of the new initiative on faculty workload.*
- *Include letters of support from chair/director or Dean for affiliated faculty teaching across units.*
- *For graduate programs, document scholarship and research capability of faculty; for doctoral programs, document faculty experience in directing student research.*
- *For distance learning programs, describe processes in place to ensure that students have structured access to faculty.*
- *Provide the curriculum vitae of faculty that will teach in the program in an Appendix.*

6. LIBRARY AND LEARNING RESOURCES
- *Include in an Appendix a formal review of library resources in support of the new program or program change. Contact Lisa Macklin, Associate Dean, Research, Engagement, & Scholarly Communications (lmackli@emory.edu) to arrange the review.*
- *Be sure to address the following:*
    - *Library and information resources—general as well as specific to the program— and staffing and services that are in place to support the initiative. If reliant upon*

other libraries, describe those collections and their relevance to the proposed program and include a copy of formal agreements in the appendix.

- o *Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.).*
- o *For doctoral programs, document discipline-specific refereed journals and primary source materials.*

7. PHYSICAL RESOURCES

- *Provide a description of physical facilities and equipment to support this initiative.*
- *Describe any new construction or reconfiguration of existing space.*
- *Assess the impact that the proposed program or program change will have on existing programs and services.*

8. ACADEMIC/STUDENT SUPPORT RESOURCES

- *Discuss academic services designed to support student success in the new or changed program. These may include such services as peer mentors, supplemental instruction, writing support, etc.*
- *Describe student support services designed to promote student success (e.g., specialized career services, clinical placement support).*
- *Discuss any specialized learning resources needed for fully implement the new program or program change (e.g., software license, simulation mannequins).*
- *For distance learning programs, describe processes in place to ensure that students have full access to academic and student support services.*
- *For accelerated, block/modular, or other compressed time frames, describe how processes will be put in place to ensure that students have timely access to academic and student support services.*

9. FINANCIAL SUPPORT

- *Provide a business plan that includes all the following (use the Proforma provided on the website to develop the budget):*

  - o *a description of financial resources to support the change, including a budget for the first three years*
  - o *projected revenues and expenditures and cash flow*
  - o *the amount of resources going to institutions or organizations for contractual or support services*
  - o *the operational, management, and physical resources available for the change.*

- *Provide contingency plans in case required resources do not materialize.*

10. EVALUATION AND ASSESSMENT

- *Describe the means used to monitor and ensure the quality of the program. Using the Assessment Plan template, summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating the new program as well as using the results of evaluation to improve the program.*
  - o *Be sure to link assessment plans to learning objectives*
- *Attach a completed Assessment Plan form to the prospectus in an Appendix.*
- *For accelerated, block/modular, or other compressed time frames, describe the methodology*

for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

11. APPENDICES

- *Be sure to include the library review, Faculty Roster, Assessment Plan, and documentation of faculty and Dean approval in appendices.*
- *Appendices may include items such as copies of cooperative or contractual agreements, course descriptions and/or syllabi for new courses, letters of support from relevant chairs/directors or affiliated faculty, and other items of documentation to support the narrative. All appendices should be referenced in the text.*