New Program Full Proposal Guide

Full Proposals for new programs are submitted to Jim Burkee, Vice President and Chair of the Academic Innovation Team (AIT), after approval of the Program Pre-Proposal (see AIT Process flowchart). New program proposals expand upon elements of the Initial Proposal and include the following components:

Faculty Champion (i.e., primary faculty member advocating for and overseeing the development and implementation of the new program)**:**

Today's Date:

Name of Proposed Program:

Department(s) in which the program would be housed:

Department Chair/Coordinator:

Proposal Components:

1. Explanation of the "history" of the new program idea and the planning process that led to the proposal; include an explicit statement about the link between the program and the College's mission and/or Strategic Plan.
2. Full description of the proposed program including:
   a. statement of program philosophy, objectives, and outcomes (if submitted program is a graduate program, clear distinctive *graduate* outcomes);
   b. identification of all new courses, cross-listed courses, and impact on existing courses (i.e., capacity for new students in existing sections, ability to offer additional sections);
   c. description of any supplementary curricular offerings to the proposed program (e.g., tracks, minors, emphases, certificates);
   d. proposed exceptions to existing policies as stated in the catalog (e.g., required study abroad, reduced GNED requirements);
   e. explanation of any special conditions or specific admission requirements (e.g., limited cohort capacity, GPA requirements).

   NOTE: Approval of AIT does not imply or replace required faculty or administrative approvals. Curricular descriptions provided in this section are meant only to provide an overview of the proposed program.

3. List of the resources necessary for the proposed program. It is important to consider and include these anticipated resources /costs connected to the first five years of the new program. AIT will work with proposal initiator and/or faculty champion to develop a five-year budget projection (see proforma P&L template) utilizing the information below.

    a. Human resources
- Number and minimum qualifications of faculty needed to provide instruction, including new faculty budget lines if applicable
- Description of additional support staff (e.g., office manager, technology support, etc.) if applicable

    b. Physical resources
- Description of necessary classroom, lab, and office space

    c. Instructional resources
- Additional library resources required to support the program
- Specialized software
- For online or blended programs, list the existing and/or additional instructional technology resources required to support the program's learning outcomes and educational environment

    d. Other required resources such as start-up costs, equipment, accreditation expenses if applicable

    e. List additional non-required resources that would enhance the content, delivery, and viability of the program. Think of these resources as items on a "dream list."

4. Any ideas for *departmental* involvement in student recruitment activities.
5. Appendices
    a. Initial Proposal submission that was approved by the AIT core team
    b. Market analysis provided by the AIT core team
    c. Any updates of or responses to the Initial Proposal or market analysis since the approval of the Initial Proposal by the AIT core team
    d. If multiple departments are involved in the delivery of this new program, include supportive letter(s) of commitment from department chairs
    e. Names of experts in the field who could possibly volunteer to serve on AIT Review Team. Include contact information if available.