

**NOTE:** Proposal from Lauren Bowen; amendments made as a result of open hearings highlighted in **yellow**; amendments approved in a meeting of the General Faculty highlighted in **blue**.

**I. Narrative**

A request from the faculty members organizing a new academic program including new majors and minors 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 justifying the new academic program.

The narrative should detail the following:

1. Context for Addition of New Program

- Background
  - Justification for Program
  - Prevalence of Program at similar institutions
- Purpose of the program
  - Contributions to the student experience
  - Ways in which new program strengthens academic mission

2. Curricular Requirements

- Course of Study to complete program
  - Rationale and Justification of Inclusion of Courses
  - Prerequisites and Sequencing of courses
  - Courses to be Developed
    - Timetable and mechanism for their development
  - Mechanism for approving new courses for program

3. Organization and Administration of Program

- Job Description for Director
- Recommended line of reporting
  - Relevant Dean(s) or Department Chair
- Structure of governance
  - Advisory Board
    - Composition (Constituencies to Include)
    - Appointment process

4. Implementation Timetable

- Three Year Plan Inclusive of

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## Protocol for Requesting Approval of a New Academic Program

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- Assessment Plan **(to be reviewed by CAP)**
  - Likely student learning outcomes
    - Program level
    - Course level
  - Anticipated method for assessing them
- Program evaluation and review **(to be reviewed by CAP)**
  - Likely program outcomes
  - Key indicators of program success
    - Enrollment
    - Course evaluations
- Budget (Expenses) for Year 1, Year 2, Year 3 and ongoing **(to be reviewed by CAP and the UBC)**
  - FTE Faculty and Benefits
    - (Note: New courses have instructional costs if new faculty – full or part time – are being hired to teach them or to teach other courses to allow existing faculty to teach in the new program.)
  - Administrative/Staff Support
  - Capital Equipment
    - Computers
    - Laboratories
    - Other Technology
  - Library Support (**must** be discussed with Library Director)
  - Annual Operating Expenses
    - Travel
    - Supplies
    - Conferences
    - Programming
- Budget (Revenue) for Year 1, Year 2, Year 3 and ongoing **(to provide information to CAP and to be reviewed by other appropriate university offices)**
  - Projected Enrollments
    - Enrollment Services data
    - Documentation of similar programs at overlap schools
    - Likely Demand for Graduates by Employers
    - Assumption that each new student enrolling at JCU will generate approximately 14k in net tuition revenue
- Marketing and Communication Plan **(to provide information to CAP and to be reviewed by other appropriate university offices)**
  - Web and Print Materials
  - Collaboration with Enrollment Services
  - Articulation of ways new program complements, reorganizes and/or replaces existing programs

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### II. Administrative Support

Relevant offices should be aware of the program and should provide feedback prior to submission to Faculty Council. Letters of support from the following including pertinent information as described below should accompany the narrative:

#### Chairs of Academic Departments in Which Courses Being Offered

- Likely frequency with which departmental courses that support new program will be offered
- Mechanism and timetable for developing any new departmental courses needed to support new program
- Specifics in terms of how department will support new program with human and financial resources

#### Academic Deans

- Support for requested release time
  - Faculty reassigned to new program
  - Administrative work of director

#### AAVP for Planning and Assessment

- Viability of assessment plan
- Resources available to support assessment of program

#### AAVP for Academic Programs

- Curricular Integrity of Program
- Relationship of New Program to Overall Curriculum

### III. Approval Process

The Committee on Academic Policies will review the proposal and evaluate as a matter of academic policy. That review will consider the overall quality of the program with an emphasis on curricular requirements and integrity, the assessment and evaluation plan, and the resources necessary to support the program (operating budget). Revenue streams, marketing plans, and implementation plans should be included in the narrative to provide information to CAP; those aspects of the proposal will be reviewed and evaluated by other university offices. CAP will organize open hearings.

The University Budget Committee will have the responsibility of reviewing the proposal to make resource allocation decisions. This review will take place concurrent to or immediately after CAP's initial review but prior to a vote of the full faculty.

The entire faculty will consider the proposal at a faculty meeting. If sufficient support exists, the proposal will be voted on by the faculty via ballot. Those proposals receiving majority support will be forwarded by the chair of Faculty Council to the president for a final decision.

Approved programs will be expected to undergo academic program review. Newly approved programs should be reviewed in the third year of implementation.

## Protocol for Requesting Approval of a New Academic Program

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