

Program Proposal for a New/Substantially Revised Degree/Program Format

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Title Page

**LEWIS UNIVERSITY
NEW PROGRAM/DEGREE PROPOSAL
(Year)**

COLLEGE OF

NAME OF PROGRAM (30 character limit)

CIP CODE

Introduction

- **General statement describing the scope and purpose of the program, *example: graduate/undergraduate, why program is needed; population served.***
- **Experts, accrediting bodies, and others consulted in the course of developing the program.**
- **Relationship of proposed program to other departmental offerings, *example: complements other programs, decrease in market demand; new markets/career opportunities to support mission.***
- **Proposed time frame for introduction of the program; e.g., year/semester.**

Program Description and Design

- **Admission requirements and procedure.**
 - **Undergraduate: Prerequisites for admission, minimum high school GPA and/or ACT score. Special application procedures, *example: nursing (KAT), education (TAP).***
 - **Graduate: Undergraduate course work required for admission, minimum undergraduate GPA, any required entrance examination, personal statement or letters of reference. Transfer credit allowed (total maximum number of credit hours transferred from other graduate programs, credit for prior learning). Application procedures.**
- **Curriculum.**

Total credit hours and specific courses included in the program. New majors should identify the course(s) satisfying the advanced writing requirement. Where appropriate, a proposed course rotation and required course progression should also be included.
- **New courses.**

Titles and course descriptions.

- **External entity providing external standards or guidelines**
- **Program goals and student learning outcomes of degree/program including how ethics is integrated in program.**
- **Program outcomes alignment to baccalaureate characteristics/graduate outcomes, overarching learning priorities (focus only on those relevant to the proposal), external standards. (See template – Program Outcome Alignment Template).**
- **Culminating/integrating/capstone experience required.**

Graduate programs must include one or more of the following: thesis, dissertation, scholarly project, practicum/internship with reflective paper, action project with written and oral presentation, comprehensive examination.

- **Pedagogical approaches, example:** *a) Describe how new innovations and/or multidisciplinary approaches in teaching, learning and assessing will be implemented in the program; b) Illustrate a dynamic learning environment that promotes active learning experiences; c) Describe how technology and integrative novel learning environments that deepen learning will be used to a promote learner-centered environment; d) examples of opportunities for incorporating elements such as: civic engagement, community service, service learning; travel study – domestic and global, emerging technology applications.*
- **Instructional technology utilization in program, example:** *a) posting student assignments and documents in the learning management system; using presentation software, multimedia, tutorials and internet resources to enrich a course and supplement lectures when appropriate; flipped classroom, blended/online course development and delivery.*
- **Assessment Plan - The assessment plan should reflect attention to student learning and to program effectiveness. The assessment plan should include discussion of any accreditation-related issues and/or external examinations and/or surveys/tests students will be required to take during and/or upon completion of the program. It should also include evidence that will be used to insure that: (1) students acquire appropriate knowledge and skills (including the culminating experience/capstone), (2) learning outcomes are achieved and exceeded. (3) the curriculum remains current with anticipation of future best practice (4) students and other stakeholders are satisfied. The plan should give evidence of assessment as a cycle and assessment as supporting continuous improvement. The plan should indicate involvement and collaboration of program faculty.**

The Assessment Plan should specifically include:

- a. *Expected learning outcomes of the program*
- b. *How assessment will be naturally embedded into the program*
- c. *Methods by which the learning outcomes will be assessed **and used to improve curriculum and instruction***
- d. *Program performance indicators, including prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate*

Utilize attached template. (No template at this time)

Appropriateness to Mission

How will the program advance the mission and vision of the university?

Lewis University, guided by its Catholic and Lasallian heritage, provides to a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth.

Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning and service. These distinctive values guide the University in fulfilling its Mission:

- **Knowledge**
The result of a lifelong pursuit of learning fostered through creative and critical interaction in a community of learners.
- **Fidelity**
The spirit which recognizes God as ultimate reality, unifying the diverse forms of knowledge in the pursuit of fullness of truth, while recognizing the diversity of human experience.
- **Wisdom**
The result of the integration of reflection and action developed through higher learning throughout all of life.
- **Justice**
The affirmation of the equal dignity of every person and the promotion of personal and social responsibility.
- **Association**
A commitment to student learning, development, and success accomplished through collaboration, mutual respect, collegiality, and dedicated service in the spirit of our Catholic and Lasallian Mission.

Market/Needs Analysis

- **Target market, including age, experience, career goals. External agency and expert input on need for the program.**
- **Other factors indicating demand for the proposed program.**
- **Competition from related programs offered at Lewis and by other institutions likely to impact enrolment.**

Coordination/Cooperation/Partnerships
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- **Internal Coordination: Have Colleges, Departments and Programs within the University that have potential interest in or might be affected by the proposed program been consulted? Do they support the proposal? What is the potential for interdisciplinary collaboration? Have offices with relevant information and/or significant roles in implementing the proposed program been consulted? Have potential objections to the proposed program been addressed?**
- **External Coordination: Have potential employers of program graduates been consulted? Have potential internship/practicum/field work sites been identified? Is an external advisory committee being recommended? Are there inter-institutional partnerships, articulations, etc. needed/desired to deliver this program, e.g. community engagement sites, global entities, military, faith-based organizations, Lasallian network?**
- **Are external approvals/accreditation required? By whom?**

Resource Requirements

Existing resources to be utilized by the proposed program and required resources. This should include:

- **Faculty (full-time, part-time, and adjunct).**
 - **Current faculty, identifying their relevant expertise and experience.**
 - **Proposed additions to the faculty and their expertise and experience.**
- **Other personnel needed and their roles.**
- **Space and facilities required for the program.**
- **Special equipment, including cost of acquisition and maintenance of new equipment.**
- **Library resources (books, periodicals, databases, media) available and additional library resources needed to support the program.**
- **Technological support required for the program, *example: hardware, software, support.***
- **All resources should be reflected in budget spreadsheet.**

Budget Analysis

Include brief narrative summarizing major revenues and expenses if not explained in section on resource requirements. Complete budget EXCEL worksheet provided. A five-year budget must be provided. Be thorough, consistent, and realistic.

Appendices

- **Statements of Support, if appropriate.**
- **Bibliography, if appropriate.**