

PROPOSAL FOR A NEW DEGREE, MAJOR, OR CERTIFICATE PROGRAM

Proposals for new degrees, majors, or certificate programs should follow the procedures outlines below. Email a Word Document version of the proposal to Lindsay Davis (lrdavis@smu.edu) more than one year prior to the expected initiation of the program in order to obtain the approval of the Educational Programs Committee, the Provost, the Board of Trustees, and, if applicable, the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#).

NAME OF PROPOSED PROGRAM: _____

LEVEL OF PROGRAM

- | | | | |
|--------------------------|-------------|--------------------------|------------------------------|
| <input type="checkbox"/> | CERTIFICATE | <input type="checkbox"/> | ADVANCED MASTER'S/SPECIALIST |
| <input type="checkbox"/> | BACHELOR'S | <input type="checkbox"/> | PROFESSIONAL |
| <input type="checkbox"/> | MASTER'S | <input type="checkbox"/> | DOCTORATE |

ANTICIPATED BEGINNING DATE FOR THE PROGRAM: _____

I. ABSTRACT

Describe the proposed program; its location if not on main campus; initial date of implementation; projected number of students; description of primary target audience; and instructional delivery methods (e.g., traditional classroom, distance learning, mixed). Provide information on the contact person.

II. BACKGROUND

Provide a clear statement of the nature and purpose of the program in the context of the mission and goals of the Department, School, and University; whether the proposed program or a similar program is offered on the main campus or at other off-campus sites; whether a related program is offered at other levels; whether the proposed program aligns with the strategic plan of the university.

III. ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

Discuss the rationale for the proposal, including an assessment of need; job market need; evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; state and national demand for program graduates; student demand; and documentation from the review and approval of the program e.g., report(s) of review committee actions within the relevant Department, School, and/or University committees.

Describe any competing programs locally or nationally and compare the proposed program with them. Provide a comparison of resources (library resource, number of books and journals, faculty, courses, focus) available with other comparable programs regionally and nationally. Provide strategic marketing and enrollment / recruitment plan; enrollment projections for three years;

IV. DESCRIPTION OF THE CHANGE/IMPACT ON EXISTING PROGRAMS

Provide a description of the proposed program, including both Student Learning and Program Outcomes, a schedule of proposed course offerings for the first year, a copy of course syllabi, and admissions standards including prerequisites for admissions.

Describe any impact on existing programs within the Department, within the School/College, and within the university. Include any competing programs at other area or state schools.

In the case of a program involving the initiation of an off-site program, indicate the details of the program to be offered and the rationale. Describe any differences in admission, curriculum, or graduation requirements for students enrolled at the new site(s), or any special arrangements for grading, transcripts, or transfer policies. Describe administrative oversight to ensure the quality of the program or services to be offered.

V. PROGRAM RESOURCES

Faculty and Staff

Provide a complete roster of faculty anticipated to teach in the program(s) in Appendix A, including a description of the faculty member's academic qualifications and course load in the new program as well as course work taught in other programs currently offered; evidence that adequate, credentialed faculty members are assigned to support the program; and the impact of the new initiative on faculty workload. Please include a faculty availability table that includes: Name and rank of professor, highest degree earned and awarding institution, courses assigned to the program, and percent of time assigned in the new program. Please indicate whether support staff will be needed for this new program.

For distance learning programs, describe processes in place to ensure that students have structured access to faculty. For graduate programs, document scholarship and research capability of faculty. Describe the impact on existing staff and physical resources other than those already described re: faculty.

Describe 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(s) and include a copy of formal agreements in the appendix. 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.

Provide a description of physical facilities and equipment to support this initiative.

VI. FINANCIAL SUPPORT

Include the following as relevant:

- A description of financial resources to support the program, including a budget for the first year
- Projected revenues, expenditures, and cash flow

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- The amount of resources going to institutions or organizations for contractual or support services
- The operational, management, and physical resources available for the program; provide contingency plans if required resources do not materialize

VII. EVALUATION AND ASSESSMENT

Provide an Institutional Effectiveness Plan including the following:

- The five column IE matrix, including Student Learning and Program outcomes
- Describe how the home Department/School/College assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of the degree program.
- Summarize procedures or systematic evaluation of instructional results, as well as using the results of evaluation to improve institutional programs, services, and operations.

Provide a statement assessing the strengths and weaknesses of the proposed program and goals for the next five years.

For distance learning instruction or compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

VIII. APPENDICES

Appendices should/must include items such as:

- Vitae of key faculty
- Selected letters of support
- Copies of library and other cooperative agreements, etc...

APPROVALS:

DEPARTMENTAL CURRICULUM COMMITTEE _____

DEPARTMENT CHAIR _____

DIVISION CURRICULUM COMMITTEE _____

DIVISION CHAIR _____

SCHOOL/COLLEGE CURRICULUM COMMITTEE _____

SCHOOL/COLLEGE DEAN _____

UNIVERSITY CURRICULUM COMMITTEE _____

PROVOST _____

PROPOSED PROGRAM TITLE
HOST UNIT/DEPARTMENT/SCHOOL/COLLEGE
INSTITUTIONAL EFFECTIVENESS PLAN

Expanded Statement of Institutional Purpose	Intended Outcomes/ Objectives/Ongoing Initiatives	Assessment Criteria and Procedures	Assessment Results	Use of Results and Action