

EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS

OUTLINE FOR SUBMITTING PROPOSALS FOR NEW PROGRAMS

Use this outline to prepare proposals for new programs, including undergraduate majors and minors and graduate degree programs. Proposals should be submitted in narrative form, organized according to the following outline. Guidelines for submitting such proposals are on the following pages.

PROPOSED PROGRAM NAME: _____

DEGREE: _____

DEPARTMENT(S): _____ COLLEGE(S): _____

DEPARTMENT CONTACT: _____ CONTACT PHONE: _____

CONTACT EMAIL: _____

I. Description:

- A. Goals and Objectives
- B. Program
- C. Admission
- D. Projections

II. Justification/Rationale

III. Preparedness

IV. Plans for Assessment/Evaluation

V. Program Costs

VI. Action of the Department/College

1. Department (Include the faculty votes and department head signatures from all submitting departments.)

Vote of department faculty: For _____ Against _____ Abstentions _____
(Enter the number of votes cast in each category.)

I support this proposal. The proposed program can _____ cannot _____ be implemented within the affected Department(s) without additional College or University resources.

Department Head Signature

Date

2. College/Graduate School (Include signatures from the deans of all submitting colleges.)

A. College.

I support this proposal. The proposed program can _____ cannot _____ be implemented within the affected College without additional University resources.

College Dean Signature

Date

B. Graduate School (new graduate programs ONLY)

Graduate Dean Signature

Date

VII. Approval

Associate Vice-President for Academic Programming Signature

Date

VIII. Appendices:

- A. Required/Elective Courses
- B. Request for New/Revised Course Forms
- C. Market Analysis/Needs Assessment
- D. Supporting Documents
- E. Faculty Vitae

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GUIDELINES FOR SUBMITTING PROPOSALS FOR NEW PROGRAMS

Note: Departments intending to submit proposals for new programs are encouraged to consult with the Course and Program Development Office and, if appropriate, the Graduate School prior to submitting such proposals.

I. Description. This section is designed to provide information regarding the proposed program. Any pertinent information beyond that covered in the following should also be included.

A. Goals and Objectives

1. State the general philosophy and intent of the proposed program.
2. List the goals and objectives as specifically as possible.
3. How do stated goals and objectives compare with those of the professional community in the area of study proposed?
4. How do stated goals and objectives reflect current departmental, college and divisional goals, the outcome of the department's most recent program review, and university strategic planning directions?

The goals and objectives should be developed and stated so as to permit ready evaluation of whether they are being met.

B. Program

1. List all current courses that will be included in the program, and indicate whether they will be required, restricted electives or electives (include syllabi for all such courses as Appendix A). Care should be exercised to see that all courses implement program goals and objectives.
2. List all new and revised courses that will be needed for the program (a Request for a New Course or Request for Course Revision form should be completed for each one and included as Appendix B). Care should be exercised to see that all courses implement program goals and objectives.
3. Outline a typical program of study a student would follow in completing the program.

Interdisciplinary programs only:

4. In which department or college will the program be administered? If more than one department or college will be participating in the program, provide evidence of support from all participating departments and/or colleges.

Undergraduate programs only:

5. Indicate the minimum number of total credit hours that students completing the program should have taken by the time they graduate. If the number is greater than 135, provide a detailed rationale for the additional credit hours.

Graduate programs only:

6. Indicate how the proposed program will assure graduate-level study (utilization of seminars, thesis, independent study, courses open only to graduate students, etc.).
7. How will the program incorporate an adequate emphasis on research?

C. Admission

Undergraduate programs only:

1. Will there be admission requirements to the program beyond those required for admission to the University? If so, what are they (e.g., admission to the College of Education or Business, GPA, national examinations, interviews, letters of recommendation, etc.)?
2. Will there be conditional admission to the program? If so, what requirements will be established that are different from those of regular admission?

Graduate programs only:

1. What admission requirements will be established for the program (GPA, national examinations, interviews, letters of recommendation, etc.)?
2. Will there be conditional admission to the program? If so, what requirements will be established that are different from those of regular admission?

D. Projections

1. If the program is approved, what is the proposed timeline for implementation?
2. Project the number of students at initial enrollment, average number of students enrolled within three years, average number of graduates per year once program is established, etc.
3. Project anticipated directions the new program might take in the next three to five years for which new courses and additional resources would be needed. If possible, identify areas that new course proposals might cover.
4. Project scheduling needs and patterns for the next three to five years.

E. Other Pertinent Information

II. Justification/Rationale. This section is included to assure an adequate rationale for the proposed program. Any additional justification for the program beyond that covered in the following items should also be included.

- A. Present evidence that there is a demand for the proposed program. This should include an indication of professional and societal need, as well as student interest. (Include a market analysis and/or needs assessment as Appendix C.)
- B. Describe any similar programs that exist in Michigan. How is the proposed program unique? Why is there a need for an additional program in the field?
- C. Present evidence of support for the proposed program from within and outside the University. (Letters and other supporting documents should be included as Appendix D.)
- D. Describe the Program Delivery Plan, i.e. whether it will be offered on or off campus, on line, evenings and/or Saturdays. If courses are to be offered on Saturday, on line or off campus, include evidence of support from Continuing Education as Appendix E.
- E. Additional justification (if appropriate).

III. Preparedness. This section attempts to determine the institution's ability to mount a program of the type proposed. Any information beyond that covered by the following questions should also be included.

- A. Describe the qualifications of the faculty who will be involved in the proposed program. (Proposals for new graduate degree programs should include an abbreviated faculty vita for each individual in Appendix F.)
- B. (**Note: Proposals for new programs must include this information.**) Describe current library resources and analyze the adequacy of these resources for the proposed program. Include such items as books, journals, indexes, electronic resources (databases, etc.), multimedia (instructional videos, CDs, etc.) and microforms. If additional library holdings will be needed in the next three to five years, provide a plan for acquiring them.
- C. Analyze the adequacy of existing facilities, laboratories, or other physical equipment applicable to the proposed program.
- D. Determine the adequacy of supportive courses, faculty, and equipment outside of the department that may be important to the program (e.g., cognate courses, research assistance, computer services, facilities controlled by other departments/colleges, etc.).
- E. Outline a plan for marketing the proposed program and recruiting students into it.
- F. Additional information (if appropriate).

Graduate programs only:

- G. Describe the scope of any existing undergraduate program in the area described. Include data on the number of majors in the program, graduates per year, applications for graduate school, etc.

IV. Assessment. Provide a plan for evaluating the quality of the program, and a schedule for this evaluation. The evaluation plan should assure the inclusion of objective data to determine the degree of success in reaching stated goals and objectives.

V. Program Costs. This section attempts to establish the extent of additional funding required if the program is approved.

- A. Faculty, lecturers or supportive staff required (type, level, and approximate cost).
- B. Space or facilities required (type and approximate cost).
- C. Equipment required (type and approximate cost).
- D. Assistantships/fellowships required (number and approximate cost).
- E. Library resources required (type and approximate cost of both minimal and appropriate library resources).
- F. Marketing and recruiting costs
- G. Other costs not covered above (type and approximate cost).
- H. Total of all financial requirements for implementation of proposed degree.
- I. Percentage of total cost to be borne by Continuing Education. (Provide evidence of Continuing Education's willingness to bear these costs).