

## New Program Proposal

## *(Applicable for all undergraduate degrees and certificates)*

**Date:** *Select the date the proposal was developed.*

**Proposed Program:** *Name of the proposed program.*

**Faculty:** *Faculty member preparing this form and presenting the proposal at the CC meeting.*

**School:** *School or college proposing the new program.*

**Upcoming Semester program will be first offered:**  *Select a future semester.*

**Minimum GPA Required for Graduation:** *Minimum PROGRAM GPA.(overall cumulative)*

**Other GPA Requirements:** *Other GPA requirements (major, concentration, etc).*

**Other Requirements:** *Other requirements (admission requirements, Jr. standing, etc).*

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| *Catalog Program Description* | *Enter the Program description as it will appear in the Academic Catalog – typically 1-3 descriptive paragraphs*  |

#### 1. New Program Rationale

1. **Program Learning Outcomes.** (*List the principal educational objectives, the learning outcomes, of the proposed new academic program.*

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| *Outcome statements should be measureable statements of student achievement or student performance. Outcomes should reflect the level of the program and appropriate student development over time. Higher level programs should focus more on higher level processes.* | *Define the Program Outcomes*  |

1. **Program Assessment:**

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| *Describe the evidence collected related to the proposed program, and the review/evaluation process used to establish the need/benefit for this program.* | *Describe the evidence of need.* |

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| *Describe the student achievement and learning outcome assessment methods, both direct and indirect, the school will use to measure and evaluate student achievement of the program outcomes.*  | *Describe the outcome assessment methods.* |

**(c) Mission:**

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| *Describe how the proposed program will assist the University in achieving its objectives as defined y the Mission Statements of the School, College and University.*  | *Discuss the Mission Statements of the School, College and University.* |

### 2. Curriculum Design

1. **Submit, as a Word document, the complete degree audit for the new program.** *Include requirements of the program, cognates, general education requirements, minor-if any, graduation requirements, the semester the audit becomes effective for students, and the audit revision date The degree audit filename should be descriptive of the program name and include the effective date if approved, e.g. BA\_Chemistry\_PP\_Audit\_F12.doc*
2. **Course changes:** For each new course developed with this program, include the curriculum committee’s Form B – New Course Proposal, or Form A for changes/deletions

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| *List the new or modified courses required by this program (if any).* |  *List new or modified courses.* |

1. **Curriculum Mapping:** *link objectives to measures of student learning*

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| *Provide details (e.g., through narrative, matrix, etc.) of how the degree requirements relate to the program learning outcomes. How will the school demonstrate that all learning outcomes are assessed in the program and that graduates have achieved those outcomes?*Resources to assist in developing of a curriculum map include <http://manoa.hawaii.edu/assessment/howto/mapping.htm> | *Provide details on the connection between outcomes and the program requirements* |

1. **Related Programs**
	1. **Impact on existing LSSU Academic programs:**
		1. **Schools**

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| *What other schools or units at LSSU would provide support (facilities, faculty, supporting courses, etc.) to the proposed program and how would this support be provided?* | *Describe the support needed by the proposed program.* |

* + 1. **Resources**

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| *How will additional staff and facilities (if any needed) for the proposed program strengthen related schools or areas at LSSU? What are the projected costs for full program development/deployment?* | *Describe additional resources.* |

* + 1. **Impact**

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| *List any similar/related existing programs at LSSU and describe the anticipated impact this program may have (either positive or negative) on the existing programs.* | *Describe the impact of this program.* |

* + 1. **Affected Areas**

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| *Schools should communicate about proposed changes with affected programs in advance of submitting curriculum proposals. Programs needing additional time to respond to proposed changes should seek to postpone committee consideration of such items, e.g. agenda changes, motions to table, etc.* |

* 1. **Similar programs at other Michigan educational institutions:**
		1. **Other institutions**

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| *What institutions now offer similar programs to this proposed program?*  | *List similar programs* |

* + 1. **Similar Programs**

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| *Compare the proposed program with programs offered by other institutions. For example, what special strengths or points of distinction will this program offer?* | *Compare the proposed program to other programs.* |

### 4. Projected Enrollment and Costs

 (a) Need for the proposed program.

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| *Provide specific data and evidence of local, state, and/or national need for graduates of this program* | *Describe the needs analysis.* |

* 1. **Student interest and recruitment.**

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| *Summarize evidence of student interest in the proposed program and describe methods to be used to recruit students for the program.* | *Describe the program recruitment plan.* |

1. **Other Considerations**: Please note that **Form F New Program Budget** is required with this form.
	1. **Scheduling**

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| *Describe plans for course delivery* |  *For example, will the course be offered through extension, evening, on-line, or regular course offering patterns?* |

### Equipment

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| *Describe available and needed equipment needed for this program* |  *List equipment needed.* |

* 1. **Resources:** *Describe the extent to which existing resources are available and sufficient to fulfill the instructional objectives of this program:*

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| *Describe resources (library holdings, laboratory space, budgets for consumables, computers, etc) needed for this program. If current resources are not sufficient, then use this box to additional describe specific needs, costs and funding sources necessary to achieve the instructional objectives.* | *Describe resources*  |

* 1. **Accreditation**

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| *If this program is eligible for external accreditation, describe the accreditation requirements, costs/benefits to the university and identify other accredited programs in our state and/or region.* | *Describe the accreditation of this program.* |

 **(e) Faculty**

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| *Describe any specialized requirements, expertise or licensure/certification required for faculty associated with this program. Identify and project faculty/staff requirements necessary for the program to meet the stated objectives, including practicum survision, laboratory managers, etc.* | *Describe any specialized requirements* |

**RECORD OF ACTION -** Proposal for: ***Enter the name for the proposed program.***

This form must be submitted to the Registrar’s Office following school approval and concurrence of the dean. The Registrar’s Office will distribute for the Curriculum Committee. An approved signed copy will be returned to the School with the original kept in the Registrar’s Office, after final approval.

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|  | Date | **For** | **Opposed** | **Abstained** | **Absent** |
| **Departmental (Advisory) Vote:** | *Date* | *for*  | *opposed* | *abstain* | *absent* |
| **School Faculty Vote:** | *Date* | *for*  | *opposed* | *abstain* | *absent* |
| **College Dean’s Approval:** |  | Signed: |
| **Curriculum Committee Vote:** |  |  |  |  |  |
| **Provost:** |  | Signed: |