

CEDAR CREST COLLEGE

GUIDELINES FOR DEVELOPING A NEW PROGRAM PROPOSAL

A New Program is one whose requirements lead to a new major, minor, certificate, concentration, track, or special affiliation. A new program must be developed and proposed by a faculty member, academic department, or several departments in the case of an interdisciplinary collaboration. A written proposal for each new program must follow the format described below, and must be submitted simultaneously to the Provost, Faculty Executive Committee, Curriculum and Academic Policy Committee, and Graduate Programs Committee (if applicable). Prior to implementation, the new program must be reviewed by the following groups/individuals and approved by the Full Faculty and Board of Trustees:

1. Department Chair(s) of primary and supporting departments
2. Provost
3. Faculty Executive Committee
4. Curriculum and Academic Policy Committee
5. Graduate Programs Committee (if applicable)
6. Full faculty at a regularly scheduled faculty meeting (action on a proposed new program requires a 30-day layover)
7. President and the Board of Trustees

Elements of the Proposal

1. Programmatic Information: The introductory statement for the proposal should include the following information:
 - Title of the program
 - Degree/certification students will earn by completing this program
 - Primary Department
 - Director of the program (or the individual responsible for the creation, implementation, and delivery of the proposed program)
 - Student population served by the program (e.g. traditional/lifelong learning students, male/female, full-time/part-time study), and the number of students expected in the program annually.
2. Program Justification: Address the benefit of adding this program to the array of current offerings at the college by developing responses to the following areas.
 - Distinctiveness: What features set this program apart from other offerings at the college? How does this program compare to programs at other institutions?

- Mission Statement: Discuss the relationship of the program to the stated mission of the college, indicating the consistency with and support for Cedar Crest's mission and goals.
 - Statement of Need: This portion of the proposal should include any supportive information available including analysis of local and national societal needs, marketability of the graduate, rationale for starting this program, etc.
3. Impact on the College: Address the impact that this program will have on the current operation of the college and its departments, faculty, and students by describing how the program will affect the following areas:
- Departments: Describe the impact the new program will have on the primary department as well as supporting departments. In the case of an interdisciplinary proposal, address any concerns identified by Department Chairs in their letters (see *Special Requirement for Interdisciplinary Programs* below).
 - Faculty: Describe the use of existing faculty and plans for hiring additional faculty to support this program; be specific in regards to teaching loads and specific course assignments. Include any special preparation and qualifications these faculty members must carry.
 - Physical Resources: Describe the impact the new program will have on the existing physical resources of the college, including classroom availability, office space, specialty equipment, dormitory space, parking, etc. List any new physical resources (capital expenses, equipment, and technology enhancements) that will be necessary to implement the program.
 - Support Services: Indicate any additional support services required, such as library services, technology services, Registrar services, career planning services, etc.
 - Curriculum: List all new and existing courses required for this program, the faculty members who will be teaching them, and what the course rotations will be (e.g. annually offered versus offered on a rotating schedule).
 - Timing of Course Offerings: Mention when (day, evening, or weekend) courses will be offered, and the impact this will have on faculty teaching loads and physical resources.
4. *Special Requirement for Interdisciplinary Programs*
- If a new program requires a commitment of faculty or resources from multiple departments (i.e., an interdisciplinary program), careful planning is imperative. All applicable departments should be engaged in the process, and the proposal must include a letter from each Department Chair indicating their level of support.
5. Implementation Factors:

- Accreditation Guidelines: If applicable, identify the accrediting body that will be reviewing this program. Attach a copy of their current guidelines.
 - Admission Requirements: List any necessary qualifications for admission to the proposed program (e.g. GPA, GRE, course prerequisites, background checks, immunizations, medical clearance, etc.).
 - Curriculum: Include a course description for all new courses, and sample student schedules showing the sequence of courses by semester and timeline for completing the degree. Identify any external sites that will be used for teaching and practicum.
 - Educational standards: Delineate the specific academic policies that will apply to students in this program, if different from college standards.
 - Learning Outcomes: Discuss the student learning outcomes for the program.
 - Assessment: Indicate the methods to be used to evaluate the effectiveness of the program.
6. Implementation Timeline: Specify a timetable for program startup and full implementation, being as specific as possible with regards to program review and approval, hiring of new faculty (if applicable), projected start date, course rotations, etc.
7. Financial Summary: Outline the proposed budget including all of the following:
- Expenses
 - Instructional salaries
 - Instructional equipment and supplies
 - Technology enhancements
 - Library acquisitions
 - Special fees – consultation, accreditation, membership, etc.
 - Marketing and advertising
 - Other expenses (please specify)
 - Revenue
 - Tuition and fees
 - Existing grants
 - Other revenue (please specify)
8. *Special Requirement for Professional Affiliations (if applicable)*: If the proposed program will have any official relationship with other professional institutions (hospitals, other colleges, etc.) include a letter of intent as part of this proposal. This letter should cover information regarding teaching faculty, financial needs (e.g. tuition remission), and equipment sharing between the college and the affiliate.