

Gallaudet University
Academic Programs - New Program¹ Review
(For use with all new program proposals beginning AY 2011-2012)

Following are the steps in, and approximate timeline for, the review process for new academic programs:

Step 1: New Program Preliminary Proposal

Gallaudet units² interested in proposing a new program first develop a **preliminary proposal** consisting of Goals and Rationale. The New Program Preliminary Proposal is submitted via the Office of Academic Quality to the **New Program Review Committee** (NPRC) consisting of the following members: the Chief Enrollment and Marketing Officer, Provost³, Senate representative, and the appropriate Dean(s). The NPRC reviews the consistency of the proposed program with GU's Mission and Strategic Plan. (typically one month)

Step 2: New Program Feasibility Study

If it is determined that an idea for a new program warrants further consideration, the unit(s) making the proposal will prepare a feasibility study that will be reviewed and described as outlined below. Planning information for new program proposals may come from Enrollment and Marketing, the University Budget Director, and/or the Office of Institutional Research. The Feasibility Study should include the following:

- a) **Justification for the program:** The contribution of the initiative to the mission of Gallaudet University as well as to other programs at the university level.
- b) **Viability of the program (external) as** demonstrated through demand through the following types of evidence of demand:
 - Data-driven "market" research. There should be supported estimates of the current and project demand for graduates of the new program and with documentation about the sources of data used to estimate demand figures.
 - Adequate placement opportunities for program completers in positions appropriate to their education and training. As with student interest, it is not sufficient to claim, "there are numerous positions awaiting students who complete the program."

¹ "Academic Programs" refers to undergraduate majors, undergraduate minors requiring 6 credit hours or more of distinct coursework, graduate degree programs, and certificates.

² Units preparing a new program proposal may be as varied as a faculty team, a Division or Department, the Chief Enrollment and Marketing Officer, or President's Office.

³ The Provost, as part of the process of review of new programs, will review the proposal with the President's Cabinet.

Documentation of employment opportunities may include, for example, letters from potential employers or demonstration of local,

- Regional, national, or international market growth relevant to the program. The analysis could include placement of program completers in other top programs.

c) **Viability of the program (internal)** as demonstrated through:

- A well-defined program structure and governance;
- A delivery method (e.g., campus-, distance-, hybrid) that supports the demand;
- Program location that supports demand: (Note: an Additional Location requires approval of Substantive Change by the Middle States Commission on Higher Education prior to implementation);
- Evidence of sufficient faculty with commitment and the appropriate qualifications to collaborate in the development of curriculum, teaching, and assessment of the program; and/or
- Documentation of cooperative agreements with Consortium universities or other agencies.

d) **Resources required** (including the cost of appropriately qualified faculty for the program) as demonstrated through a statement of total estimated cost for the proposal and anticipated source of funding.

e) **Interdisciplinary programs:** Interdisciplinary programs must, at a minimum, have: 1) an identifiable faculty; 2) a single director; 3) a clear reporting line; 4) a common core curriculum; 5) an independent budget, resources, and identifiable space, provided at an administrative level above the participating units. These issues should be addressed and agreed upon by all participating units during the earliest stages of the planning process.

f) **Proposed CIP (Classification of Instructional Programs) Code** (to be assigned in conjunction with the Office of Institutional Research (OIR))

The **New Program Feasibility Study** is submitted via the Office of Academic Quality to the **New Program Review Committee with the University Budget Director added.** (one month)

Step 3. New Program: Governance Review of Full Formal Proposal Development

If the **New Program Feasibility Study** is approved, the new program proposal continues on through the faculty governance system. After the proposing unit prepares a full formal proposal, the proposal is then reviewed at the following levels, following Gallaudet University governance processes:

Step 3. New Program: Governance Review of Full Formal Proposal Development (continued)

A. Department

B. Dean (s)

C. Faculty Curriculum Councils (CUE/CGE)

- CUE current and suggested New Undergraduate Program Criteria:

Current CUE New Program Criteria

1. Name of Program
2. Type of Program (B.A., B.S., certificate...)
3. Responsible Faculty member(s)
4. Description of new degree program
5. Rationale for the new degree program
6. Admission requirements
7. Program Student Learning Outcomes
8. Assessment Plan
9. General studies: Will students use GSR requirements?
 - a. If not, why not?
 - b. If not, what is your plan to ensure students achieve the 5 University SLOs?
10. Overlap
 - a. Does this new program overlap with any other programs? If so, why is this program still a valuable addition?
 - b. Provide letters of support from overlapping programs
11. Major /Minor courses

Suggested additional CUE New Program Criteria:

12. How does this program fit into Gallaudet's Mission and Priorities?
13. Possible impacted departments: What majors will the students who are at Gallaudet come from? How will the other major programs be impacted by this new program?
14. How many students are projected to choose this major over the next 5 years? What is your rationale for these projections? (These numbers can come from several places: numbers of students in such programs at other universities, from current programs at Gallaudet if current programs are being changed, professional organizations, current student and alumni surveys and others. Much of this would have been done in the earlier feasibility study.)
15. How many classes will be needed to support the above number of students over the next 5 years? Develop a plan for what courses will be offered each year and show what faculty will be needed to support this plan. The first year should be small since many students will be taking pre-requisites and introductory courses. Each year though the number of classes should increase as the number of majors increase. Include the number of students you expect for each class.

16. Competition: Is this program offered at another college or University that competes for students with Gallaudet? If so, how many majors graduate from that major and how many faculty members are dedicated to that program? How would Gallaudet's program be different?
17. How will this new program help Gallaudet recruit new students to Gallaudet?
18. What evidence do you have that there are jobs or graduate programs for students who graduate with this major?

- **CGE current and suggested New Graduate Program Criteria:**

Current CGE New Program Criteria

1. Department
2. Degree
3. Name of Program
4. Formal description of new degree program
5. Anticipated starting date
6. Rationale for the new degree program
 - a. Evidence of potential students (*Market Analysis*)
 - b. Evidence for employment prospects for graduates of proposed program (*Market Analysis*)
 - c. Other evidence for need of program
 - d. Evidence of support from other University units that will or could be involved with the program
 - e. Evidence or support from outside groups (accrediting bodies, other Universities...)
7. Mission and Student Learning Outcomes
8. Admission requirements
9. Graduation requirements and Standards
10. Program curriculum
 - a. List course sequence
 - b. Give rationale for credit hour requirements
 - c. Specify how this will qualify as a graduate program
 - d. Use of technology
 - e. Letters of support from other departments and consortium programs
11. Fieldwork
12. Resources
 - a. Financial
 - b. Personnel qualifications, what is FTE formula for faculty assignments, discuss demand
 - c. Facility resources, library space computers...
13. Evaluation and Assessment Plan

Suggested additional CGE New Program Criteria:

14. How does this program fit into Gallaudet's Mission and Priorities?
15. How many students are projected to enter this program over the next 5 years? What is your rationale for these projections? (*This is an extension of CGE criteria 6a. These numbers can come from several places: numbers of*

students in such programs at other universities, from current programs at Gallaudet if current programs are being changed, professional organizations, current student and alumni surveys and others. Much of this would have been done in the earlier feasibility study.)

16. How many classes will be needed to support the above number of students over the next 5 years? Develop a plan for what courses will be offered each year and show what faculty will be needed to support this plan. The first year should be small since all students will be in the first year curriculum only. Each year though the number of classes should increase as the second and third year programs are added. Include the number of students you expect for each class. (*this is an extension of CGE criteria 12b*)
17. Competition:
 - a. Is this program offered at another college or University that competes for students with Gallaudet? If so, how many students graduate from that program and how many faculty members are dedicated to that program? How would Gallaudet's program be different?
 - b. Are there similar graduate programs in the Washington D.C. area? If so, how many students graduate from that program and how many faculty members are dedicated to that program? How would Gallaudet's program be different?
18. Does this new program compete with any current Gallaudet graduate programs? Would students who might apply to this program also apply to another Gallaudet graduate program? How will this new program help Gallaudet recruit a new and unique group students to Gallaudet? Does this program tap a new market?

D. Dean Review (one or two Deans, as appropriate to the program)

E. Faculty Senate Review: The Faculty Senate reviews all curricular changes and must vote on new program proposals. The Senate usually accepts the recommendation of its committees, but new questions about a program can be raised on the Senate floor.

F. Board of Trustees (BOT) Vote: All actions of the Faculty Senate regarding the initiation of new programs are recommendations to the President and the Board of Trustees. Timeline: The BOT meets three times a year (October, January, and May).