

# Plymouth State University

## New Program Approval Process

1. Chair or designee has preliminary discussion with Dean and other as appropriate.
2. Chair sends memo describing intent to develop program to Provost. Memo shall include:
  - a. Proposed degree/title (e.g. *B.S. in Psychology, option in Developmental Psychology*)
  - b. Timeline for implementation
  - c. General description of resources needed (faculty lines, operational budget, major equipment, space, etc. if any)
3. Provost gives general approval to move forward with program development. Provost/President inform SAPC and Educational Excellence (formerly Programs and Services- BOT Committee).
4. Chair or designee develops program and seeks external reviews.
5. Chair or designee prepares full proposal (attached PSU New Program Template).
6. Chair or designee seeks departmental approval
7. Chair or designee seeks approval from appropriate Curriculum Committee and Council for Teacher Certification if necessary.
  - a. UG Curriculum Committee for UG programs
  - b. Graduate Curriculum and Graduate Faculty for Grad programs
  - c. Include CTE for UG or Grad degrees involving teacher education
8. Chair or designee seeks approval from Faculty at monthly Faculty meeting (first Wed of the month)
9. Dean sends final memo to provost indicating the program has been approved by all appropriate levels at PSU.
10. Provost/President will inform SAPC and Educational Excellence of final campus approval and program creation.

# Plymouth State University

## **NEW PROGRAM TEMPLATE**

New programs shall follow the process outlined below.

Criteria used in the new program review:

- Overall sufficiency of planning
- Academic integrity of the program
- Demand for such a program by students and/or employers
- Adequacy or availability of required resources

The program proposal review process requires a fully developed narrative of the objectives, design, and delivery system of the proposed program. Additional salient features specific to the program are provided as appropriate, so that the document represents a complete articulation of the proposal.

The document is the department's finished work when submitted.

Note: The narrative executive summary should be attached as a separate document and should be no longer than two pages. The executive summary will be provided to USNH Trustees. The remaining sections generally should not exceed 10 pages. Surveys, syllabi, external review analyses, and other supporting information can be attached as appendices.

**The program addition proposal provides at minimum the following information:**

I. **Executive Summary** (please provide as a **separate** document)

Provide an executive summary of the proposed academic program to include a description of the program design, objectives, student learning outcomes, supporting data, available resources, evaluation, and long-term implications. Length should be limited to two to three pages.

II. **General Information**

- Institution name
- Date of proposal
- Degree and program name
- Name of proposing department
- 2010 CIP code and CIP title <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- Proposed date of program implementation (effective term/year)
- Primary contact person

III. **Program Demand / Current Offerings**

- Provide a summary addressing the following issues of student and community demand:
  - Evidence of indicators of student demand, employer or community-based demand
  - Detailed explanation of other reasons or circumstances indicating demand
  - Attach survey results as appendix, if applicable
- Comment on the comparability of the new program curriculum with other programs:

IV. **Program Characteristics**

- Appropriateness of the program to the institution's mission and goals
- Student Learning Outcomes
- Description of knowledge and/or skills students will be expected to demonstrate during the course of their participation in the program and at the completion of the program
- Anticipated/planned transfer and articulation agreements or arrangements
- Certification, licensing, or accreditation requirements associated with program

**V. Program Design**

- Admission standards and criteria if any beyond regular PSU Admissions criteria
- Interdisciplinary program collaborations (if applicable)
- Degree requirements (list of required and elective courses) and sequential outline of the new program
- Procedures and criteria for assessing student learning outcomes beyond grading in courses, identifying
  - when, during the course of their participation in the program, students will be assessed;
  - the assessment methods that will be used; and
  - the criteria for determining success

**VI. Program Delivery System**

- Physical location(s) of course offerings; describe online or plans for any locations off main campus
- If program is product of inter-institutional planning, specify partner institutions and their locations

**VII. Enrollment Impact**

- Provide new student enrollment estimates by year for the next four years
- Will this enrollment represent an increase in total FTE for the institution? If yes, describe estimated impact.

**VIII. Institutional Resources**

- What are the resource implications for the new program?
- What new expenses are required for the program?
- If no new resources are required, provide rationale

**IX. Course Syllabi**

Attach all course syllabi

**X. External Review and Response**

- Reports of external reviewers and/or consultants
- Department's response to reviewer issues and concerns
- If no external review is conducted, provide rationale