Colorado State University
New Program Planning Proposal

Date Completed	
	PHASE 1
1. _____	1. For *new degrees and new majors ,and disciplinary or interdisciplinary minors,* department/college submits preliminary proposal (after taking it to their College Curriculum Committee) to the Vice Provost for Undergraduate Affairs (VPUA) for undergraduate programs OR the Vice Provost for Graduate Affairs (VPGA) for graduate programs that addresses Questions 1-5 of the "New Program Planning Proposal" and the Return on Investment table.
2._____	2. VPUA/VPGA consults with the relevant Associate/Assistant Deans and submits Phase 1 documents to the Council of Deans (COD) and the Committee on Strategic and Financial Planning (COSFP) for a preliminary review. The COD and COSFP provide feedback and recommend whether to proceed with full proposal development. [1, 2]
	PHASE 2
3._____	3. For new degrees and majors, department/college submits full proposal to VPUA (for undergraduate proposals) or VPGA (for graduate proposals) addressing Questions 6-17 of the "New Program Planning Proposal."
4._____	4. If university resources are being requested, proposal is forwarded by the VPUA or VPGA as applicable to the Committee on Strategic and Financial Planning (CoSFP) for a budgetary review and recommendation to Council of Deans.
5._____	5. COD reviews full proposal with COSFP input, provides feedback, and recommends whether program should continue through faculty council approval process.
6._____	6. Provost approves or rejects proposal based on COD input.[2]
7._____	7. Following COD and Provost approval, department/college submits appropriate paperwork for review by the College Curriculum Committee, and subsequently the University Curriculum Committee (UCC). For graduate programs, proposal is submitted to CoSRGE for review and approval prior to submitting to the UCC.
8._____	8. After approval by UCC (and CoSRGE approval, if applicable), proposal is submitted to Faculty Council for approval.
9._____	9. After Faculty Council approval, Provost submits proposal to the Board of Governors (BOG) for approval.
10._____	10. After BOG approval, new degrees and new majors are submitted by the CSUS Chief Academic Officer to CCHE for review of fit with role and mission.[3]
11._____	11. After all reviews and approvals, new program is implemented as outlined in the proposal.
For Administrative Use	

[1]New disciplinary or interdisciplinary minors need to be submitted if university resources are being requested.
[2]The Provost, at his/her discretion, can forward proposals to Cabinet at any point in the review process.
[3]All proposals related to the field of Education must first be submitted to the Colorado Department of Education for their review & approval. The Chief Academic Officer will work with the department to obtain all necessary documentation and will then submit it to the Department of Education.

PHASE 1

1. *Brief Overview of Proposed Program*

- Name of Major/Program
- Degree type (BA, BS, MA, MS, PHD….)
- Department/School
- College
- Expected total number of students enrolled in program (five years post-implementation)

Summary of Program and Rationale
Provide a 2-3 page summary of the proposed program, including a description of the academic area and a rationale for offering this program at the present time.

2. *Fit with CSU Role and Mission and University's Most Current Strategic Plan*

- What are the objectives of the program?
- How does the proposed program support the mission of the University? Refer to State Statute defining role and mission of Colorado State University (see *Appendix C*).
- How does the proposed program support the most current University Strategic Plan of the institution? How does the program contribute to attaining long-term goals and directions of the institution and department/unit?
- How does the proposed program meet the needs of Colorado and enhance the state's capacity to respond effectively to social, economic, and environmental challenges and opportunities?

3. *Evidence of Need for the Program*

- Provide evidence of the need for the program. Please be explicit. (Needs assessment information may be presented in the form of survey data; summaries of focus groups or interviews; documented requests for the program from students, faculty, external constituents; etc.)
- Identify statewide and nationwide employment needs the proposed program would assist in filling. Provide evidence of regional or national need for additional qualified individuals such as the proposed program would produce.

4. *Evidence of Student Demand*

- What are the projected numbers and characteristics (e.g., index scores, residency status, ethnic background) of the students to be served? What is the estimated number of graduates of the proposed program over the next five years? On what information are these projections based?
- Provide evidence from surveys, interviews, or other sources that indicates that students would actually enroll in this program if it were approved. Include as much detail as possible**.**

5. *Duplication/ Similar Programs in the State*

- Identify other closely related Colorado programs. List these by title of program and name/campus of institution that might be perceived as having programs in the same academic domain. For each, provide the following:

Title of Program

- Name of Institution (particular campus if relevant)
- Focus of other program's curriculum
- Compare/contrast CSU's proposed program to other program
- If program is similar to the one being proposed by CSU, is there documented state or national demand legitimizing the need for an additional program in the state?

In what ways, if any, will resources of other Colorado State University programs or other state institutions be shared in the proposed program? How will the proposed program be complementary to, or cooperate with existing program(s)?

PHASE 2

Students

6. *Student Body*

For Undergraduate Programs**:**

- What is the ideal number of students in terms of total student enrollment (after program has been in place for five years)? What number do you feel would be ideal for the "entering class?" Present a time line explaining how you expect those numbers to grow as you build toward your first graduating class. How many students do you expect to graduate in a given year once the program is at ideal size?
- Is the proposed program intended to provide another program option to a significant number of students who are already being attracted to or attending CSU? Provide explicit detail.
- If the program is expected to attract students from other campus departments, attach a letter from the relevant department head and dean indicating their support (or lack thereof) for the new proposal in terms of shift of student enrollment from that particular department.
- Is it anticipated that the proposed program will draw students who would not otherwise come to the institution?
- What is the student profile in other programs that the department currently offers (e.g, mean index score; residency compared to nonresidence numbers; ethnicity of student body). Is there any reason to believe that the profile of the student body in the new program area would be any different than the existing profile? Please explain.

For Graduate Programs

- What number do you feel would be ideal for the "entering class?" Present a time line explaining how you expect those numbers to grow as you build toward your first graduating class. How many students do you expect to graduate in a given year once the program is at ideal size? Please give specific information as to why you target the ideal number at the level you chose.

7. *Admission Requirements*

- Are any requirements for admission to the proposed program being recommended that are higher than CSU's minimum requirements? If so, what are the recommendations? What is your rationale for the higher standards?

Program and Assessment

8. *Course of Study*

- List all courses comprising the program's overall curriculum. Please provide the following information for each course: course number, title, credits, prerequisite, catalog description (Please **BOLD** entries for any NEW courses that are being proposed as a part of this curriculum)
- Provide a discussion of any nontraditional learning modes to be utilized in the new courses, including, but not limited to: (1) the role of technology, and (2) the use of career development activities such as practica or internships.

9. *Curriculum – courses and total structure*

Include total curriculum design as discussed at University Curriculum Committee. Use the appropriate UCC forms, found on the web. Once the Phase 1 report has been approved, you may choose to submit this packet to University Curriculum Committee to get preliminary feedback as to whether they have any questions or concerns about the proposed curriculum.

10. ***Assessment of Student Learning/Outcomes Evaluation***
(Please ask CSU Director of Assessment to serve as a resource for these questions)

- What specific learning outcomes will be achieved by students who complete this proposed program of study?
  - What methods will be used to assess student learning? How will student learning assessment be embedded in the curriculum?
  - What specific methods or approaches will be used to assess graduate (completer) outcomes?
  - Is a licensure examination associated with this field of study?
  - How will the institution determine the extent to which the academic program meets the objectives (section 2) previously outlined? (Identify specific post-approval monitoring procedures and outcome indicators to be used.)
  - How will the collected information be used to improve teaching, advising, and co-curriculum activities to enhance student learning?

Faculty

11. ***"Snapshot" of Faculty Resources***

- Identify current program faculty, briefly describing each faculty member's expertise/specialization. Separate regular core faculty from other departments' faculty and adjuncts.

- Summarize faculty resources using the following table

Last, First	Tenure-track/Tenured/ Special/Temp	Highest Degree Held	Area of Specialization

- Estimate the number, rank, and background of new faculty members who would need to be added to initiate the proposed program in each of the first four years of the proposed program's operation (assuming the program develops as anticipated). What resource commitment is required and how will it be provided?
- Estimate the number and type of support staff needed in each of the first four years of the program.

12. ***Faculty Vitae*** **(Include in Appendix)**

- For a new undergraduate program, include abbreviated vitae (1-3 pages) for all tenured/tenure-track faculty members as appendices.
- For new graduate programs, include full vitae for all tenured/tenure-track faculty members as appendices.

Resources

13. *Impact of Program Request on Curriculum and Students*

- What is the current department enrollment by degree level?
- Are any of the department's current program areas "controlled" or "capped"? Is the Center for Advising and Student Achievement (CASA) currently involved in advising any majors for a "seeking" category that involves any of the department's degree areas? Please explain and provide relevant data.
- If approved, how will launching a new degree impact the commitment already made to students in other program areas?
- Provide a detailed plan as to how resources within the department would be re-allocated to contribute to the resource base needed for this proposed program (e.g., will the department need to "cap" another program? would additional enrollment growth funding be necessary to meet current student demand for courses?).
- What are "collateral expenses" that must be taken into account in order to offer this academic program?
  (E.g., other than AUCC (core) courses, how will other department's teaching loads and facilities be affected by inclusion of their courses in the proposed curriculum. Provide a letter from other units indicating whether they would be able to "absorb" the projected number of students into already existing sections or whether they will need to add sections. If there is a need to add, can this be done with existing resources?

***Graduate Assistants* (for new graduate programs only)**

- How many graduate assistants do you currently have funded on Resident Instruction funds?
- How many do you currently have funded on external grant Funds? Other sources?
- How many additional funded assistantships do you hope to have to support students in this newly proposed program? How do you propose that they will be funded? What responsibilities will these graduate assistants have? Will this affect undergraduate student access to regular faculty?

14. *Library Reference Sources:*

Note: this section must be reviewed by the Library Staff and certified by the Dean of the Libraries. Seek feedback from the Dean of the Library during Phase 1 so that work might begin on adequacy of the collection.

Describe the adequacy of student and faculty access to library and department resources (including, but not limited to, printed media, electronically published materials, videotapes, motion pictures, CD-ROM and online databases, and sound files) that are relevant to the proposed program (e.g., is there a recommended list of materials issued by the American Library Association of some other requirements of the recommended list?).

- How much, if any, additional financial support will be required to bring access to such reference materials to an appropriate level? How is it proposed that these additional resources will be provided?

15. *Facilities, Equipment, and Technology*

- What unique resources (in terms of buildings, laboratories, computer hardware/software, Internet or other online access, distributed-education capability, special equipment, and/or other materials) are necessary to offer a quality program in the field?
- What resources for facilities, beyond those now on hand, are necessary to offer this program? Be specific (e.g., include need for new space, renovated space). Be sure to address classrooms, instructional labs, office space. etc. How is it proposed that these additional resources will be provided?

- What resources for equipment, and technology, beyond those now on hand, are necessary to offer this program? How is it proposed these additional resources will be provided?

16. Summary of Budget Needs

Summarize all **new** budget resources you are requesting from CSU Central Administration. As part of this section, complete the attached financial planning form.

For a New Graduate Program

17. External Review Recommendations

- Include recommendations of disciplinary colleagues for external review (from peer or aspirant institutions offering disciplinary programs of equal or higher level to the proposed program) to address need for program, proposed curriculum, capability of faculty to deliver the degree., peer comparisons, potential of success
- For each, include:
    - Name; Department; Title; Institution;
    - For Master's level programs, the external review team will be comprised of at least two members.
    - For Ph.D. Programs, at least 3 members will be asked to provide feedback about proposed program.

Note: These proposal guidelines are adapted from those developed by the Oregon University System.