

NEW ACADEMIC PROGRAM PROPOSAL FORM FOR INTERDISCIPLINARY AND DISCIPLINARY PROGRAMS

INSTRUCTIONS AND PROCEDURES FOR NEW ACADEMIC PROGRAM

The Committee on Academic Affairs (CoAA) created this form to help faculty members in proposing new academic programs (majors and minors) at the Colleges. The form should be used by faculty members who wish to create a new academic program and/or expand an existing minor into a major. Changes and amendments to the current curriculum of an established program can be handled through a memorandum to the CoAA explaining the rationale for the change. The form is intended to handle both interdisciplinary and disciplinary programs, and some questions may not be appropriate for your specific program. Only tenured and tenure-track faculty members as a group may propose new academic programs. Proposers may consult the Registrar, the current chair of the CoAA, and/or the Provost when in doubt about particular questions.

- I. The Committee on Academic Affairs will only consider proposals for new academic programs submitted on this form.
 - a. Proposers should complete sections I-IX to the best of their ability and ensure that appropriate signatures are on the form. Many of the questions are required for state approval of the academic program. Some answers may require a separate appendix; please refer to those in the response. All proposals must be completed electronically or typed out. Completed proposals should be submitted to the Registrar.
 - b. After the Registrar has determined that all necessary information and signatures are included, s/he will present the proposal to the CoAA for review.
- II. The Committee on Academic Affairs acts on the proposal.
 - a. The CoAA will review proposals as its schedule permits but in a timely manner. The Committee may ask the proposing faculty group, or the coordinator/chair of the group to clarify particular questions in the proposal; to meet to discuss with related programs, the CoAA or others about particular or general details; or to provide additional information regarding the proposal.
 - b. The CoAA decides whether to approve, return for revision, or reject the proposal. The chair of the CoAA will sign the proposal signifying the CoAA's final decision.
 - c. The Registrar will notify the proposing faculty of the Committee's final approval and submit a copy of the proposal, with the signature of the chair of the CoAA, to the Provost Office.
- III. For New Majors Only: The Provost Office will complete and submit the necessary forms to the New York State Department of Education to register the program with the state. *This process is not required for new minors.*
 - a. Once NYSED provides final authorization and HEGIS code for majors, the Provost will notify the proposing faculty, the chair of the CoAA, and the Registrar.
 - b. The Registrar will work with the Office of Communications for inclusion of the new major in the on-line catalogue and update the HWS PeopleSoft Website accordingly.

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I. General Information

Name of the New Proposed Program: _____

Major, minor, or both: _____

Interdisciplinary or disciplinary: _____

BA, BS, or other * degree: _____

*Elaborate on other degree.

List program (department) faculty members. Indicate the chair of the department or the coordinator of the program. Include only tenured or tenure-track faculty members in this list. If a steering committee has been established, identify those individuals.

II. Program Description and Purpose

A. Provide a justification/rationale for the program. How does the program relate to the mission of the Colleges?

B. Provide a mission statement for the program. Include educational and learning objectives.

C. Provide a catalogue description for the program.

D. What are the course requirements for this program? Report separately major and/or minor requirements. Include a sample declaration/audit form for each major and/or minor.

1. Explain whether or not there will be an introductory course for the proposed program.

2. Describe the breadth and depth of electives offered in this program.

3. Explain whether or not there will be a capstone experience for the proposed program.

E. Provide a list of any current courses that would be cross-listed with the program. Include the signatures or other form of authorizations from faculty members teaching the course to be cross-listed.

F. What, if any, new courses will be required for the program? A separate course proposal is required for each new required course.

G. Related curricular questions:

1. How would Advance Placement credits count towards the proposed program?

2. What is the limit on the number of transfer credits that could be counted towards the proposed program?

3. How will CR/NC courses count towards the proposed program?

H. Provide a sample academic plan for students completing the academic program being proposed.

III. Development of the Program

A. How were faculty members recruited for participation in the development of the program? Does the proposed program reflect the range of approaches (disciplinary, interdisciplinary, and/or divisional) offered at the Colleges in this area?

B. What role did these program faculty members then play in the actual development of the program?

C. If established at other institutions, please submit sample programs from those institutions.

1. In what ways is this proposal consistent with those programs?

2. In what ways is this proposal different from those programs? Please explain those differences.

D. If outside reviewers in the proposed field have evaluated or reviewed this proposal, what were their recommendations? If possible, please include their evaluation.

E. If approved, do you foresee any possible areas for future academic development of this program? If so, please explain.

IV. Faculty and Governance

A. Provide a brief description of the relevant qualifications in the proposed field of the program faculty.

B. Provide a list of core courses and the faculty available to teach those courses.

C. [For interdisciplinary proposals:] What role will the steering committee play in the program?

D. [For interdisciplinary proposals:] What role will the program faculty play in the program? (Will they be teaching additional courses, serve as the major/minor advisors,...?) Are there limitations to the role of the program faculty in the proposed program?

E. Has the program faculty discussed what role, if any, the program would play in evaluating individuals that participate in the proposed program; in creating and using a Standards and Criteria (SAC) document; or in reviewing program faculty that are housed in other departments or programs? Though this is not a requirement for the program's approval, the Committee would like to ensure that programs have thought through their future obligations to the faculty.

V. Relationship to other programs currently offered at the Colleges

A. List other programs (majors and minors) to which this proposed program could be connected or linked. Describe the relationships between existing programs and the proposed one.

B. Explain how this proposed program differs from established programs at the Colleges. Provide statements from the established program(s) agreeing with that differentiation.

VI. Student interest

A. What measures of student interest in the program are there? How/why are the proposers convinced that students would want to take this program of study?

B. What are the anticipated enrollments for the first five years of the program? Please justify those estimates.

VII. Resources

A. To what extent is the library currently able to facilitate the needs of the program? What, if any, effort has been made to address concerns with library holdings in regard to the program? Include documentation from the Librarian.

B. Are there additional facilities and equipment that the Colleges would have to invest in for the sustainability of the program? If so, provide a plan/assessment for those needs.

VIII. Other: Provide any additional information about the proposed program that the program faculty would like to advise the Committee on Academic Affairs.

IX. Signatures and Approvals

Chair/coordinator of the proposing program

Date

Chair of the Committee on Academic Affairs

Date