NAZARETH COLLEGE
CURRICULUM COMMITTEE PROCEDURES

PROCEDURE FOR NEW ACADEMIC PROGRAM PROPOSAL

The procedure to officially propose a new academic program (degree, major, interdisciplinary minor) consists of four parts: the letter of intent, the proposal, the Curriculum Committee's response and the final steps, all outlined below. Forms to complete this process may be found on the Curriculum Committee website.

LETTER OF INTENT

The process of submitting a new academic program for approval to the Curriculum Committee begins with a letter of intent. Before beginning substantive development, faculty members, department chairs, and deans must briefly outline their proposal for a new program and submit it to the Curriculum Committee and to the VPAA.

The letter of intent should be three to five pages in length, double-spaced, and include the following:
- full title of the degree that is proposed contact person(s)
- a brief outline of the rationale of the proposal
- a timeline for the proposal development including the semester the program would plan to commence
- approval of the Chair(s) and Dean(s)

Curriculum Committee Response

Upon receipt of the letter of initial intent the Curriculum Committee will respond with:
- any concerns or questions they have about the pending proposal
- any policy issues that may need to be considered to develop the program
- any specific requests they may need to be submitted with the proposal given the nature of the degree under consideration

THE PROPOSAL

Instructions

In order for Curriculum Committee to assess each proposal, all proposals must adhere to the format outlined below. Include in your proposal each item number and the item itself in boldface with your response in normal font.

It is crucial that the opening narrative sections of all proposals adhere to the page lengths indicated. These sections should be concisely written and to the point. The appendices, which will include sections with sample syllabi, letters of support, etc., have no set page limitations, but again, include only material that is

relevant for Curriculum Committee to complete its review. The committee, if necessary, will communicate instances where more information may be needed.

The proposal should include all items listed below and should be submitted as a single document. The file name should include the college, the department, and the name of the proposal. All proposals should include a title page and table of contents and be paginated for easy reading and discussion.

1. Title Page with Table of Contents
The title page should include the following:
- the exact title of the proposed degree
- the name(s) and the email address(es) of the authors with a single contact person identified
- the date of the draft
- a table of contents with the page locations of various section
- the signatures of the Department Chair(s) and Dean(s) involved with the delivery of the instruction to support the program

2. Rationale for the Proposal
- What are the factors driving this initiation of a new degree program?
- What opportunities does this create for students?
- What benefits would this new program bring to Nazareth College?
- How does this complement existing degree program offerings?

3. Mission
- How does the program meet the mission of Nazareth College?
- How does the program meet the mission of the school(s)?

4. Program Objectives
- State the objectives for this new degree program.

5. Proposed Curriculum
- In a narrative format, briefly summarize the proposed curriculum and instruction that support this program.
- What are the primary forms of instructional delivery (lecture, laboratory, studio, etc.)?

6. List of Program Requirements
- Complete the chart below to list degree program requirements. (This would include only a list of courses required for the degree program. Indicate which courses are new and any pre-requisites that might be required.)

PROGRAM REQUIREMENTS CHART

COURSE PREFIX	COURSE TITLE	NEW (N) OR EXISTING (E)	PREREQUISITES	INSTRUCTOR (if known)

Note: New courses require Course Action Request Forms, which are available on the Registrar's website.

7. **Semester Chart of the Course Sequence Including Core Curriculum and College Requirements**
   - This chart should address the outline of the course requirements, broken down by semester of enrollment.
   - The chart should utilize the Enduring Questions Core Curriculum as the basis for preparation.

For example the undergraduate degree proposals would indicate the course rotation for the typical 4-year sequence:

First Year Fall	First Year Spring
Sophomore Fall	Sophomore Spring
Junior Fall	Junior Spring
Senior Fall	Senior Spring

Graduate programs would show a course rotation and the typical number of semesters required to complete the program.

8. **Admissions Requirements**
   - Describe any admissions procedures and requirements for this program that are above and beyond the general college admissions requirements?

9. **Transfer Student Impact (UG only)**
   - How will transfer students be admitted into the program?
   - What would the impact of matriculation into this program be for the transfer student?
   - How long would a transfer student entering this degree program be required to be in residence at Nazareth College on a full time basis in order to complete the degree requirements?

10. **Assessment**
    - On-going programmatic assessment is necessary for the success of any program.
    - In what ways will you assess the quality of the program to ensure that the program will develop and maintain high levels of quality?
    - State the program's expected student learning outcomes.
    - What measures will you use to assess whether the program learning outcomes are being met?

11. **Market Analysis**
   - Who is the target audience?
   - What are career tracks for graduates and what is the nature of the demand for the graduates?
   - The proposal should include the following:
     - A clear statement of the audience that is targeted by the program,
     - A list of competitive programs within other schools that would be competitors for students, the size of their programs and what competitive advantages that they have,
     - An outline of program attributes that make your proposed program unique from the competitive programs,
     - A list of key industries, professional associations, or other partners that you might work with to improve the visibility of the program (if appropriate),
     - An approximate number of new students this program would attract to
     - Nazareth in the first three years of the program,
     - A description of the specific sorts of careers or professional outcomes for graduates of this program.

12. **Collaboration**
   - List any of the courses in the proposal taught by another unit or, if you are changing a program, are you deleting any courses taught by another unit. Have you notified these units?
   - Include endorsements from the units that are directly involved in the creation of this new degree program. (See Appendix 1 requirements)

13. **Proposed Budget**
   - Clearly indicate expenses necessary to initiate the new program. This would include resources relevant to: the program director, faculty, staff, facilities, equipment, library resources, technology, release time for development, etc.
   - Include a narrative of your assumption in this section as well. For example, how many new students will be attracted to Nazareth with your program and how many existing students might change from other degrees to this program who are currently enrolled?

14. **Accreditation**
   - Is there an accrediting body for this program?
   - If so, is this proposal reflective of their standards and requirements?

15. **Support**
   - Recommendations regarding the impact of the proposal should be indicated by signatures on the Proposal Cover Page:
     a) Library regarding additional resources needed to support the proposal,
     b) Information Technology regarding additional resources needed to support the proposal,
     c) Department Chair(s),
     d) Dean of the host unit indicating her or his support and additional resources needed to support the proposal,
     e) Director of the program or unit, indicating her or his support and additional resources needed to support the proposal,

f) Core Curriculum Director (if an undergrad proposal) supporting the Core portion of this proposal,

g) Other units that will be affected by this proposal.

Curriculum Committee Response

1. Upon receipt of the fully completed proposal the Curriculum Committee will begin review. It will conduct an initial reading of the proposal and communicate any concerns or request additional information that may be necessary to continue the proposal process.

2. After this initial exchange, the person(s) presenting the proposal will present the proposal in person to the Curriculum Committee.

3. Upon completion of revisions, the Curriculum Committee may reject the proposal or forward a motion to the Senate Executive Committee and simultaneously forward its recommendation to the Vice President for Academic Affairs.

FINAL STEPS TO COMPLETING THE PROPOSAL

1. The Senate Executive Committee will schedule the initial presentation of the proposal to the Faculty Senate. The program must be presented in one senate meeting and voted on in a future senate meeting.

2. At the second (or future) senate meeting, a motion for approval of the proposal will be subject to a vote of the Faculty Senate.

3. If the Senate approves the proposal, the VPAA will approve (or reject) the final version of the proposal and forward approved proposals to the Board of Trustees and the State of New York as necessary.