

Form to Propose New or Change Academic Programs

Type of program (check one): Major <input type="checkbox"/> Minor <input type="checkbox"/> Concentration <input type="checkbox"/> Certificate <input type="checkbox"/> Center/Institute <input type="checkbox"/> Other (specify) <input type="checkbox"/>		
New program/curriculum? <input type="checkbox"/>		Revision of existing program/curriculum? <input type="checkbox"/>
Suspension of existing program/curriculum? <input type="checkbox"/>		Termination of existing program/curriculum? <input type="checkbox"/>
Department or Program offering this proposal:		
Audience of program (check one or more): Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Non-degree <input type="checkbox"/>		
Title and formal catalog description of program:		
Effective date program begins (semester and year):		
Note any special fees:		
<p>Rationale. For <u>minor changes to existing programs/curriculum</u> (e.g. adding or deleting courses from the program), simply attach the explanation and send to Department Chair. For <u>new or substantially revised existing programs/curriculum</u>, attach a detailed proposal in which you explain: (1) Program objectives; (2) Justification in terms of University mission and strategic plan; (3) Analysis of the new program's position in the market relative to competing programs and an analysis of the likely student demand; (4) Admission and completion requirements; (5) Adequacy of existing courses, and new course proposals, to offer program; (6) Adequacy of faculty and staff for the program; (7) Implications for, and assessment of the adequacy and availability of, facilities, equipment, budgets, computing technology, and library for the program; (8) Timetable for implementation; (9) Sample curriculum sequence; (10) Impact on existing curricula, including those in other Villanova colleges and departments; (11) Accreditation implications; (12) Explicit statement of student learning outcomes and objectives, and of other program objectives; (13) Explicit description of assessment and measurement technique, and timetable, for each program and learning objective and outcome.</p>		
<p>Special Needs. In the addendum, please list in detail special needs, especially faculty and staff; classroom, lab, or office space and/or renovations; equipment; operating budgets; library resources; computing and other technology resources. Indicate the extent to which these needs can be provided by the department or college offering the program.</p>		
<p>Reviews: For <u>new or substantially revised existing programs/curriculum</u>, any office affected by that proposal should review it. Each of the reviewers must sign and date, indicating willingness and ability to provide his or her aspect of the program and indicating that there are no major impediments. Attach explanations or statements. If the office is not affected, then the sponsor of the proposal may simply indicate "not applicable" or "NA".</p>		
_____ Director, Falvey Library	_____ Executive Director, UNIT	_____ Registrar
_____ Exec Dir., Facilities Management (if facilities are involved)	_____ Dean, Enrollment Management (if there are enrollment or financial aid implications)	_____ Bursar (if there are tuition differences/discounts)
_____ Other involved offices (e.g., Campus Ministry, Auxiliary Services, Budget Committee, etc)		
APPROVALS		
Department Chair: _____		(Date) _____
College Dean: _____		(Date) _____
Dean(s) of Cooperating College(s): _____		(Date) _____
Vice Provost for Academics: _____		(Date) _____

NEW ACADEMIC INITIATIVES: GUIDELINES

Academic initiatives (new degrees, programs, majors, minors, concentrations) and changes in existing programs which are consonant with Villanova University's strategic plan are encouraged. Note the following principles:

- 1) Any new academic program must be grounded in, and must be an implementation of, the University's strategic plan.
- 2) Any new academic program must have a budget and human resource base that substantially guarantees its sustainability without adverse impact on other programs.
- 3) Trustee deliberation time for new degree proposals depends on the Board's meeting schedules; normally it would not exceed four months from the presentation of a substantially complete proposal to the Trustee's Academic Affairs Committee. That Committee is to receive early notice, via the Provost, of the intent to propose a new degree program.
- 4) To facilitate a thorough examination of new or substantially revised existing academic programs, and to insure that those departments and offices that may be affected by, or whose resources are needed for, such programs, the unit proposing the plan must discuss the proposal with all relevant offices. Such offices might include, but are not limited to:
 - Departments/colleges providing prerequisites or other courses for the new program or program modification or whose enrollments, majors, minors, concentrations, or courses could be affected by the new program or modification.
 - Falvey or Law School Libraries
 - UNIT (for all information technology implications)
 - Registrar (for special classroom assignments, registration, or transcript issues)
 - Enrollment Management (for student recruitment, enrollment issues)
 - Facilities Management (if facilities must be constructed or modified)
 - Bursar (if there are special fees involved)
 - Office of Education Abroad (if the program has international or study abroad aspects)
 - Student Life or Residence Life (if the program involves their programs and operations)
 - Division of Part-time and Continuing Studies (if the program affects evening, summer, or continuing education students)
 - Alumni Relations or Development Office (if the program involves alumni or fund-raising)
 - Office of the General Counsel (for any legal implications)
 - Campus Ministry (for service learning or liturgical considerations)
 - OPIR (for surveys, etc.)

The proposing unit must obtain the signatures of the appropriate chairs, directors, and deans listed on the reverse side, including the deans of other colleges involved or affected by the new program. The signature of the proposing chair, director, and/or dean indicates that such relevant offices and any others listed above (as needed) have been consulted and that any complicating issues have been resolved. The signature of the dean/director of the offices listed on the form indicate that they have no material reservation about their ability to support the proposal. If the listed office has no relevance for the initiative, the sponsor may simply write "NA."

Note: If the creation of new courses, or modification of old courses, is required to implement a new or modified program, please use the *Request Changes to Courses in the Course Catalog* form, either in conjunction with this form or subsequent to the approval of the new or modified program.

Note: All new academic programs must have an assessment plan covering both programmatic goals and objectives and student learning objectives and outcomes. Thus clear learning outcomes and objectives must be stipulated and described briefly, and an explicit plan for assessing and measuring the achievement of each of those outcomes and the overall success of the program must be included, with six provisions:

- (1) What are the program's specific student learning objectives and outcomes (knowledge, skills, values)?
- (2) How will students' achievement of each of those outcomes be assessed? With what indicators and measurements?
- (3) What is the assessment schedule?
- (4) What, if any, are the objectives of the program (if independent of student learning objectives)?
- (5) How will achievement of each of these program objectives be assessed and measured?
- (6) How will the assessment provide feedback for continuous improvement of the program?