

## **Appendix A. Detailed Description of the Proposed Degree and Need for Program**

- Describe the program need/rationale framed by the University's mission and strategic goals. [WASC]
- The originator and program/department faculty and/or academic unit should conduct a needs assessment that supports the new degree program proposal to address these questions and provide detailed information on the findings regarding the need for the program. Program faculty and/or administrators should consult with the Vice President and Dean for Enrollment Management for assistance in providing support for the demand for the degree.
- [Describe the methods used to collect evidence \(surveys, focus groups, documented inquiries, etc. that supports the enrollment projections and the conclusion that interest in the program is sufficient to sustain it at the expected levels. Evidence should demonstrate interest in this program specific to the University, as well as broader trends and employment outlook. Provide all evidence to support the addition of this program.](#) [WASC]
- Provide an overall description of the program including the alignment of the program philosophy, curriculum design, and pedagogical methods/instructional theory with the target population, modality and degree nomenclature selected. [WASC]
- Describe the educational goals and objectives and program learning outcomes of the degree. Articulate how the curriculum is structured to achieve these goals and outcomes. Explain any special emphases or other curricular options in the proposed degree or major.
- (Graduate degrees only) If applicable, provide a rationale for any graduate courses cross-listed with undergraduate courses in a proposed graduate degree or major. Demonstrate how these courses will offer the same intellectual challenge as graduate courses and include a description of the methods of evaluation that distinguish undergraduate from graduate requirements.
- Describe the plan for assessment of student learning outcomes and for undergraduate degrees only, assessment of [WASC Core Competencies](#). How will achievement of the educational goals and objectives and learning outcomes be determined? By what methods will the program/department evaluate the quality of student learning in the degree or major? Complete and include;
  - The cover sheet and Section I. Process of the Annual Learning Outcomes Assessment Report Template ([ALOAR](#))
  - [Learning Outcomes Curricular Map Template](#)
  - (undergraduate degrees only) [Section I of the WASC Core Competencies Report Template](#) (p. 3 of the ALOAR),
  - (undergraduate degrees only) [WASC Core Competencies Curricular Map](#) [WASC]
- [Memo from the](#) Vice President of Institutional Effectiveness and Faculty Advancement, and/or the Director of Accreditation & Assessment regarding accreditation and assessment verifying that consultation occurred on WASC substantive change and design of assessment processes.
- Memo from the Vice President and Dean for Enrollment Management regarding needs assessment conducted and other data reviewed regarding potential enrollment trends.