

New Degree Program Proposal Content Guidelines

The proposal should consist of a 2- to 3-page executive summary that explains the high points of the proposed degree program and appendices that explain the details. Each appendix should begin with a brief narrative summary of the contents of the appendix. The proposal should also include a table of contents that correlates to the requirements set forth below.

Electronic copies of all required documents in the proposal sections (including all supporting documents in electronic format) are placed in a file sharing system folder created by the Office of the Provost. (Contact UndergradEd@chapman.edu or GradEd@chapman.edu so that the file sharing system folder can be set up for the new Degree). Links to the file sharing system folder are provided to the appropriate parties as part of the approval process submission, and will allow each of the appropriate parties to review all relevant files of the new degree program proposal:

- Program/department faculty, curriculum committee and dean
- Undergraduate or Graduate Academic Council
- Long Range Planning Council
- Senate Executive Board
- Provost
- Board of Trustees

Special requirements for Joint and Interdisciplinary programs and degrees require additional review and recommendations for approval by all program and academic units involved. In order to provide for the appropriate approvers to be included in the proposal process and on the proposal form for signature, please work with the Office of the Vice Provost for Undergraduate or Graduate Education as appropriate to set up the appropriate customized form for acknowledgement of consultation and recommendations for approval from all parties for these proposals.

The detailed proposal should include the following sections that address the questions provided below. Below is the Template for the New Program file sharing system file folders categories in which information is required:

- Executive Summary
- Appendix A: Description
 - Narrative
 - Required Assessment Information (PLOs, ALOAR/Sec. 1, Curriculum Map)
- Appendix B: Curriculum
 - General Curriculum Information
 - New Course Syllabi (separate file for each course)
 - Existing/Revised Course Syllabi (separate file for each course)
- Appendix C: Faculty
 - General Faculty Information
 - Faculty Curriculum Vitae (separate file for each faculty member)
- Appendix D: Library Information
- Appendix E: Information and Computing Resources
- Appendix F: Facilities Needs

- Appendix G: Staff and Administrative Support Needs
- Appendix H: Student Support Needs
- Appendix I: Projected 5-Year Budget Memoranda regarding recommendations from:
 - Program/Department Faculty Representative
 - Curriculum Committee(s) governing academic unit
 - Dean for academic unit
 - Graduate or Undergraduate Academic Council
 - Long Range Planning Council
 - Senate Executive Board (not required)
 - Faculty Senate President representing Faculty Senate

Below is detailed information regarding what is required in each file sharing system folder. If [WASC] is indicated, it refers to information also required by the WASC Senior Colleges and Universities Commission for accreditation purposes)

Executive Summary (2-3 pages):

- Name of proposed degree
- Rationale for why the degree or major being proposed. Specifically, what need or purpose does the degree fill for the University, the academic unit, the discipline/field and/or the student body?
- Explanation of how the proposed degree fits the needs of the University and how this program connects with the mission, purpose and strategic plan of the University? With the strategic plan of the academic unit? [WASC]
- Name/position of the primary person responsible for overseeing the new program or degree. This includes the person or persons responsible for:
 - annual accreditation reports,
 - program reviews, and
 - contact with the Office of the University Registrar for course substitutions and other degree waivers when applicable.
- If this is a joint or interdisciplinary degree:
 - address how courses will be reviewed and approved for this degree,
 - identify which program/department will be responsible for annual accreditation reports and program reviews.
 - identify which program director will be the contact to the Office of the University Registrar for approval of program course substitutions and waivers
 - address how programmatic changes are to be approved. Unless special conditions exist, both academic units and programs/departments should be required to approve programmatic changes, both simple and complex, and this should be noted in this summary. It is possible that a separate Curriculum Committee should be established specific to this degree. If this is needed, explain why this is needed, and who will serve on this new Curriculum Committee.
- Summarize the demand for this degree, how the demand was determined and what methods were used to collect evidence to support demand. 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 a summary here. (Detailed information is to be provided in Appendix A.) 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. [WASC]

- Describe the targeted recruitment audience and processes for advertising and recruiting students. (Financial resources committed to marketing the program should be clearly explained in the budget in Appendix I). Program faculty should consult with the Vice President for Strategic Marketing and Communications on these matters, as well as web site design and maintenance. [WASC]
- Describe the admissions criteria and processes for admitting students. Program faculty should consult with the Vice President and Dean for Enrollment Management and appropriate Admission staff.
- Discuss the planning process for the proposed degree, including who was involved—faculty, staff, students, alumni, community members, and others—in planning the new degree or major. Describe all of the constituents involved in the planning process.
- Discuss how the degree fits within the academic unit’s current degrees. What impact will the proposed degree have on other degrees? Does the degree replace other degrees offered by the academic unit? If so, the program/department and academic unit must submit a concurrent proposal for closure of the degrees being replaced.
- Discuss how the proposed degree compares to other degrees identified by the academic unit and/or program/department in the discipline or field and how the proposed degree or major compares to the standards and guidelines (if any) of disciplinary/professional associations in the field. If the proposed degree responds to recommendations and concerns identified in the program/department’s last program review, identify the recommendation made.
- If applicable, explain the academic unit and/or program/department’s plan for meeting professional accreditation and/or certification requirements, and indicate the anticipated date of the accreditation request and approval.
- Discuss whether or not this program change will result in a substantive change to WASC accreditation, based on consultation with the Vice President of Institutional Effectiveness and Faculty Advancement and/or the Director of Accreditation & Assessment. Note that if a substantive change filing is required, the WASC Substantive Change Template for the appropriate degree may be used in lieu of this process for filing.
- If necessary (e.g., when the program is international, or requires collaborating with other institutions), originator and/or the program/department faculty must consult with the Office of the Executive Vice President/Chief Operating Officer and the Office of Legal Affairs to identify and resolve any potential legal issues, which should be discussed here.

Note: The information requested in the Executive Summary is to be provided in one digital file and information required in Appendices A through I described below should be in separate digital files. In some cases (i.e., Appendix C, Faculty), the Appendix may be a file folder containing several separate files. Please review the file sharing system template and use appropriate naming conventions for any files created.

All digital files are to be placed in the assigned file sharing system file set up by the Office of the Provost and the file will be made accessible by the Office of the Provost for all reviewing parties as the proposal moves through each step of the process.