

New Program Application: Format and Process (UUAC approved on 12.13.00)

Title of program

Type of degree/s

Home department and program developer/s

Description of program (catalog entry for the program)

For sections I-VI, use these headings and outline format.

I. Overview

- A. Mission of the program ("...to prepare students for ...")
- B. Goal (overarching statement of what students will achieve by the end of the program)
- C. Outcomes (competencies in measurable performance terms)
- D. Description of the target audience
- E. Admission requirements (prerequisites: courses, skills, GPA, academic standing, etc.)

II. Feasibility Study and Documentation (See "Guidelines for New Programs.")

- A. Relation to ACU mission and key emphases (faith/learning, multicultural perspectives, servicelearning)
- B. Societal need for the program
- C. Employment demand for graduates from the program
- D. Prospective student interest, student pool

III. Curriculum Outline (See "Guidelines for New Programs.")

- A. Existing courses, rotation and frequency, and correlation to program outcomes
- B. New courses and correlation to program outcomes; title, description, competencies, developer, and teacher for each
- C. Degree plan and proposed 4-year student schedule or grad student schedule

IV. Institutional Supports Required from ACU (See "Guidelines for New Programs.")

- A. Faculty requirements and availability; impact on current loads
- B. Staff requirements and impact on current loads
- C. Impact on existing programs in home department and other departments.
- D. Administration and leadership for the program
- E. Library requirements
- F. Equipment, classroom/lab space, office space requirements
- G. Recruiting and scholarship plans
- H. Impact on revenue of the university

V. Assessment Plans

- A. Outcomes assessment measures for each program outcome
- B. Program assessment measures (tracking rates and satisfaction on graduation, employment, grad school entrance, etc.)

VI. Timeline for program development and implementation

VII. Supporting Documentation - Attach supporting documentation.

- A. Other department chairs - Interdepartmental agreements
 1. by each department providing a service or support course for the proposed program.
 2. by each department affected by curriculum changes associated with implementing the new program (discontinued courses, changes in rotation or frequency of offerings)
- B. Library - Signed review describing availability of resources to support the proposed program.
- C. Office of instructional development - Signed review of instructional design elements of the program.
- D. Curriculum - Signed degree plan indicating impact on other programs and overlap of content.

VIII. Approvals Required - Display all signatures on the "approvals page" that follows the list below.

Department Chair

1. Evaluative comments (200-300 words)
2. Check: strongly support, forward with no recommendation, or do not support

Department Chairs - interdepartmental agreements

Written agreement signed by each department

1. Providing a service or support course for the proposed program
2. Affected by curriculum changes brought about by implementing the new program (e.g., discontinued courses, changes in course rotation and frequency of offerings)

Library, Instructional Development, Curriculum

Signed review or report from each

College Dean

1. Evaluative comments (200-300 words)
2. Check: strongly support, forward with no recommendation, or do not support

College Academic Council

1. Action (approve, table, amend, or deny)
2. Upon approval, forward with minutes detailing recommendations, suggestions, commendations, concerns

University Undergraduate Academic Council or Graduate Council

1. Action (approve, table, amend, or deny)
2. Return with minutes detailing recommendations, suggestions, commendations, concerns

University Budget Committee (for degrees only)**University Planning Committee (for degrees only)**

VIII. Approvals for _____ (program title) _____ *Display all approvals on one page.*

A. **Department Chair:** Attach review comments of 200-300 words.

Circle one: Strongly support Forward w/ no recommendation Do NOT support

Department Chair Date

B. **College Dean:** Attach review comments of 200-300 words.

Circle one: Strongly support Forward w/ no recommendation Do NOT support

College Dean Date

C. **College Academic Council Action:** (required for all programs)

Approved ___ Denied ___ _____
College Dean or Director Date

D. **Graduate Council Action:** (for graduate level programs)

Approved ___ Denied ___ _____
Dean of Graduate School Date

E. **University Undergraduate Academic Council Action:** (for undergraduate level programs)

Approved ___ Denied ___ _____
Associate Provost Date

F. **University Budget Committee Action:** (required for all degrees)

Approved ___ Denied ___ _____
UBC Chair Date

G. **University Planning Committee Action:** (required for all degrees)

Approved ___ Denied ___ _____
UPC Chair Date

H. **Provost Action:** (required for all programs)

Approved ___ Denied ___ _____
Provost Date

I. **President of the University Action:** (required for all programs)

Approved ___ Denied ___ _____
President Date