NEW MAJOR/MINOR OR GRADUATE DEGREE PROGRAM PROPOSAL TEMPLATE

Updated 11/22/2021

This document is intended to serve as a guide for the preparation of proposals to the Faculty Council, and Faculty Council Academic Affairs Committee requesting approval of new transcripted academic programs. These programs include but are not limited to: New Majors, New Minors, New Graduate Degree Programs, and New Interdisciplinary Certificates, Specializations/Tracks/Concentrations that include more than one school or college.

If a unit wants to launch a new program (undergraduate major, graduate program, minor or a certificate that crosses multiple colleges/schools) in a fall term, it is recommended that you complete your unit and college/school reviews to submit to Faculty Council Academic Affairs Committee by September of the previous academic year.  For programs seeking a Spring semester launch, program proposals should be submitted to Faculty council Academic Affairs for review no later than January 15 of the previous academic year. The speed with which programs are reviewed and approved by Faculty Council Academic Affairs Committee will depend on the number of proposals in the queue at any given time.

Units are strongly encouraged to us the resources available on the Widener Curriculum Development Website: <http://sites.widener.edu/curriculum-development/curriculum-process/> or see link on the Widener Provost Website.  To ensure the proposal adheres fully to the proposal template use the guidelines from the Curriculum Development Website here: (Link to document attached to this email). Using these guidelines may reduce the number of requested revisions and speed up the approval process.

1. Title of Academic Program with Degree or Program Type.
2. Statement of justification and suitability for the offering. The offering should be placed in the context of the college/school’s current offerings, the college/school’s mission and strategic plan, and the University’s mission, vision, and strategic Plan.

2.1 Overview of the Program

2.2 Alignment with School/College Mission

2.3 Alignment with Current University Strategic Goals

2.4 Enrollment/Economic Indicators

* + 1. National data of program of study
    2. Identified Competitors of program

1. Specification of the qualifications required of faculty teaching in the proposed offering, identification of those faculty currently at Widener and projected to teach in the proposed offering, and specification of the projected impact on the distribution of faculty teaching loads that would result from meeting the needs of the proposed offering.

3.1 Faculty Information

3.2 Identification of Faculty currently at Widener University

3.3 Dissertation Committee Specifics (graduate degrees only)

1. Statement of the primary learning objectives and an overview of a systemic assessment of the plan of the program.

4.1 Learning Objectives can include a table with Principles of Program Mission with Expected Student Learning outcomes and Relevant ILOs

4.2 Overview of Systemic Assessment Plan may include table:



1. Statement of the anticipated graduate/employment options.

5.1 Number of faculty, job market, and earnings forecasts. Can include table of different professions with salary, and job availability.

5.2 Labor Market Trends

5.3. Employment Opportunities/Trends for students with this credential

1. Description of the requirements for awarding of the degree, certificate, or minor, including any application requirements.
2. Description of the courses constituting the core curriculum.

7.1 List any Pre-requisite Requirements

7.2 Curriculum Ladder with new and existing courses, Course sequence if courses are taken in specific terms in a specific order.

7.3 Course Descriptions

1. Overview of the anticipated start-up costs and on-going costs (including, but not limited to, additional faculty, library resources, equipment, technology, space, and marketing). The statement should address items such as evidence of sustainable market for the program, projections for enrollment, and anticipated growth.

8.1 Budget for new program

8.2 Impact memos from additional school/college deans or administrators that this program impacts.

1. Name, location, phone number, and email address of the Program Administrator or primary contact for questions.

**NOTE: In addition to this program proposal**, all new programs that will need to be reviewed and approved by the Board of Trustees (new undergraduate majors or graduate degree programs) will need to include a separate document, the Executive Summary, which will include the following sections in no more than three pages:

* Program Description
* Enrollment Demand & Competition
* Employment Opportunities
* Financial Implications
* Sunset Strategy if Needed
* Financial Summary Chart

Please see Sample Programs on [Curriculum Development Website](http://sites.widener.edu/curriculum-development/) for examples.