DEVELOPMENT GUIDELINES

FOR

NEW PROGRAMS AND INITIATIVES
These Guidelines are to be used by colleges or departments developing a proposal for a new program (undergraduate/graduate degree or credential). The Program Proposal must include all the following:

I. Description of need for the program.

II. Narrative describing how the new program relates to the University’s strategic plan, mission statement, and academic vision statement.

III. New program description.

NEW PROGRAM PROPOSAL TIMELINE

The following timeline will be used to review and implement new programs. A program proposal that does not meet these deadlines may not be included in the catalog for the coming year.

<table>
<thead>
<tr>
<th>Deadline Date</th>
<th>Action to be Completed</th>
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<tr>
<td>September 30th</td>
<td>Academic department chair, after consultation and approval from departmental faculty, must bring the request to the appropriate Dean. The proposal will require approval from all departments offering the program.</td>
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<tr>
<td>October 10th</td>
<td>The Dean and department chair/program chair must have presented the request to the Provost and Vice President for Academic Affairs.</td>
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<td>November 1st</td>
<td>The Provost will have reviewed the program in context of University needs, goals, WASC requirements, impact on University resources, and other relevant criteria. If the Provost supports the proposal, he/she will forward it to UGAP or GAP, as appropriate, by this deadline date. Otherwise, the Provost will discuss concerns with department(s), faculty members, department chair(s), and dean(s).</td>
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<tr>
<td>December 10th</td>
<td>If approved, UGAP/GAP will forward the proposal to the Faculty Senate by this deadline date. The Senate will discuss and forward the proposal with its recommendations to the Faculty Assembly at the December, January, or February Faculty Assembly meetings.</td>
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<td>Once approved by the Faculty Assembly, the Program may be implemented by the department(s).</td>
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## PROGRAM PROPOSAL REQUIREMENTS

| 1. Cover Page Requirements | 1.1 Date submitted.  
|                           | 1.2 College.  
|                           | 1.3 Department/Program.  
|                           | 1.4 Name/title of new program.  
|                           | 1.5 Proposed degree for new program.  
|                           | 1.6 Program Director/key management member(s). [Include in proposal packet, list of previous accomplishments, summary of experience in field.]  
|                           | 1.7 Proposed start date.  |
| 2. Academic Program Details | 2.1 Describe program and conceptual design of program.  
|                            | 2.2 State mission and purpose of program.  
|                            | 2.3 Explain relationship of new program to existing program(s).  
|                            | 2.4 List name(s) of existing programs, if any, replaced by new program.  
|                            | 2.5 Identify degree level. If proposal is for higher degree level than the department or college presently offers, include the following information in the proposal:  
|                            | 2.5a Identify changes in department/college mission and culture expected as a result of change in degree level.  
|                            | 2.5b Describe processes to accomplish those changes (e.g. higher faculty research expectations, etc.).  
|                            | 2.5c Analyze department/college capacity to support new degree level program.  
|                            | 2.5d Identify additional support for faculty to enable them to engage at the new degree level.  
|                            | 2.5e Assess the University’s ability to deliver the new degree program in terms of faculty qualifications, technology, library, and other required resources.  
|                            | 2.6 Outline student learning outcomes and assessment plan for program.  
|                            | 2.7 Detail Program course requirements.  
|                            | 2.8 Present a course outline for each course in program (syllabus desirable).  
|                            | 2.9 Provide a schedule of courses for the first two semesters/terms of the program.  
|                            | 2.10 Detail time frame of courses (e.g. accelerated, weekend, traditional, etc.).  
|                            | 2.11 Link pedagogical concerns to delivery model, including off campus and distance learning courses.  
|                            | 2.12 Outline provisions for students to complete program if withdrawn for period of time.  
|                            | 2.13 Detail method used to ensure currency of materials, equipment, technology, programs, courses (e.g. advisory boards, focus groups, comparative analysis, etc.).  
|                            | 2.14 Identify potential risks/problems and opportunities to resolve those issues.  
|                            | 2.15 Indicate whether program will seek accreditation; name of accrediting body. If affirmative, outline elements of program in place to meet accreditation standards or proposed timeline for implementation of such elements.  |
| 3. Projected Faculty Requirements | 3.1 Detail anticipated impact on faculty teaching, research, and scholarship.  
|                               | 3.2 Detail anticipated impact on overall faculty workload.  
|                               | 3.3 Describe balance between full and part time faculty.  
|                               | 3.4 Explain balance to ensure quality, consistency, and connection to the University on and off campus.  
|                               | 3.5 Describe time availability for interaction between students and faculty.  
|                               | 3.6 Outline method of orientation to introduce particular needs of program to off-campus faculty.  
|                               | 3.7 Outline model used to ensure faculty development and training for instructors.  
|                               | 3.8 Detail methods to support adequate faculty cohort.  
|                               | 3.9 Detail faculty responsibility and oversight for distance education to ensure rigor of program and quality control.  
|                               | 3.10 Identify potential problems for on and off campus faculty and opportunities to resolve those issues.  
|                               | 3.11 Describe assessment model to be used to measure success of methods employed to develop, support and train faculty/instructors supporting this program.  |
| 4. Library Resources | 4.1 Present details on availability of library resources to support program.  
| | 4.2 Detail ability and method of access to information resources for students/faculty.  
| | 4.3 Analyze administrative impact on University Library.  
| | 4.4 Estimate financial impact on University Library.  
| 5. Admissions Resources | 5.1 Detail port of entry plans.  
| | 5.2 Present admission procedures (evidence conformity to University policies).  
| | 5.3 Present evidence of BANNER compliance.  
| 6. Student Support Services | 6.1 Detail academic advising plan.  
| | 6.2 Detail financial aid advising plan.  
| | 6.3 Project non-faculty staff requirements to support students.  
| | 6.4 Outline other student support services anticipated.  
| 7. Other Resource Requirements | 7.1 Identify impact on physical resources, capacity, and structure of institution.  
| | 7.2 Summarize key technology requirements to deliver program.  
| | 7.3 Analyze and detail technical support necessary to adequately meet objectives and nature of new program.  
| | 7.4 Detail external (outside ULV) services/technology required for the new program.  
| 8. Marketing Plan | 8.1 Explain market analysis employed to determine target demographics.  
| | 8.2 Identify projected market for the program.  
| | 8.3 Identify competition; outline competitive advantage.  
| | 8.4 Detail delivery methods by which program will be marketed.  
| | 8.5 Provide 3-year marketing plan and/or strategic plan.  
| | 8.6 Present specific measurable objectives for the marketing plan.  
| | 8.7 Outline risks, market share objectives, and assessment plan.  
| | 9.2 Using ULV Budget Plan Worksheets, detail:  
| | 9.1a Projected revenues  
| | 9.1b Projected operating expenses  
| | 9.1c Projected salary and benefit expenses  
| | 9.1d 5-Year projection of revenues, expenditures, gross margins, indirect costs, and net revenues. Summarize revenue/net income objectives.  
| | 9.3 Provide population projections to support and maintain viable program for first 5 years, including anticipated attrition rates.  
| | 9.4 Assess overall financial impact on institution.  

**NEW PROGRAM REVIEW AND EVALUATION PROCESS**

Subsequent to program implementation, review and evaluation will be as follows:

**Year One**
Program chair/department chair will generate a progress report; review with Dean and modify program as necessary. Copy of modifications, if any, will be provided to Provost/Vice President for Academic Affairs.

**Year Two**
Program chair/department chair will generate a second progress report; review with Dean and modify program as necessary. Copy of modifications, if any, will be provided to Provost/Vice President for Academic Affairs.

**Year Three**
Provost/Vice President for Academic Affairs or designee will review new program against original proposal, and any modifications, to assess if the program achieved its mission and purpose.

Provost/Vice President for Academic Affairs or designee will share results of review with the Faculty Senate.

Based on outcome of three-year review, appropriate actions will be taken by Provost/Vice President for Academic Affairs, including but not limited to continuation, modification, discontinuation.
CHECKLIST FOR ADMINISTRATIVE REVIEW
NEW/MODIFIED PROGRAMS, PROJECTS OR SITES

Academic Affairs:
- Accreditation – impact on current or planned regional or national accreditation or regulatory review (Clark).
- Enrollment projections – projected head count, FTE (Kechichian).
- Marketing analysis and plan (Clark).
- Library – specific requirements (Ruhl).
- Catalog timing and deadlines (Clark).

Admissions Office:
- Admissions requirements – port of entry, process, Banner compliance (Zell, Baker, Lesniak).

Academic Advising Office:
- Advising resources (Bishop, Lesniak).
- Staff loads (Bishop, Lesniak).

Student Affairs/Housing Offices:
- Student Affairs resources required (Rahmani).
- Housing and residential life resources required (Howlett).

Financial Aid Office:
- Financial Aid compliance (Webster).
- Eligibility requirements (Webster).

Student Accounts/Budget Offices:
- Tuition rates, billing, and collection policies (Kechichian).
- Rate codes, budget, revenue projections (Kechichian).
- Student account set up (Catano).

Registrar’s Office:
- Registrar Parameters (Cardenas-Clague, Davies).
- Start/end dates selection (Davies).
- Program code name (Davies).
- Registration process (Beets).
- Banner compliance (Beets).
- Schedule of classes (Beets).

Office of Information Technology/Instructional Technology:
- Requirements for classroom (Houston-Brown, Bergmann).
- Requirements for faculty, staff, students (Houston-Brown, Bergmann).
- Internet access (Houston-Brown, Bergmann)

Physical Resources:
- On campus space requirements (Davies, Worley).
- Off campus/on campus facility lease requirements (Stillwell, Worley).
- On campus parking requirements (Lentz, Worley).
- Off campus parking requirements (Stillwell, Worley)

University Relations:
- Development opportunities (Bjerke).
- Public Relations opportunities (Bentley).