4.4 NEW PROGRAM PROPOSAL TEMPLATE

Instructions: This form is to be used as an outline for preparation of proposals for new educational programs. The information contained within will be used by the Program Development Committee of the CPAC to evaluate the appropriateness of moving the proposal through the full approval process. Most proposals should not exceed five pages, inclusive of needs assessment and initial financials.

Author / Sponsor name:________________________
Sponsoring department / School:_________________
Name of proposed program:_____________________
Date of proposal submission:____________________

Type of Program:
_____ non-degree program
_____ Undergraduate
_____ Graduate: ____ master’s ____ doctoral

Name of proposed degree / certification:__________
Length of programming (in months):______________
Total number of units in program:_______________
Proposed start date of program:_________________
Proposed enrollment date for first class:___________
Does the proposal have financial aid restrictions? ____
If so, please describe:

I. Program purpose, objectives and rationale:
   a. State the program purpose, objectives and learning outcomes.
   b. How is the program consistent with institutional mission?
   c. How does this program meet specific strategic goals of the college?
   d. Provide a detailed, formally conducted needs assessment.
   e. Provide brief market assessment.

II. Accreditation / Regulation
   a. Does the program require specialty accreditation? If so, what is the timeline for approval.
   b. Does the program require WASC review, if so, what type?
   c. Are there any state regulatory bodies that will require approval, review or notification?
   d. Provide succinct analysis of accreditation standards that may pose challenges with compliance.

III. Curriculum
   a. Provide a detailed program description and master schedule.
   b. Provide justification for numbers of units required for the degree/certification.
c. For each class proposed, provide the number of units assigned and its designation as theory, lab, clinical etc.
d. Provide assessment clinical requirements for students.
e. Provide methods for a comprehensive program evaluation plan.
f. Describe any use of online instructional delivery (if applicable).

IV. Financials: New program sponsors should meet with the staff of the SMC Office of Business Affairs to project a preliminary budget analysis. Information required of the budget office is listed below. (to be supplied)