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(June 26, 2014 SMSUFA Meet and Confer)

OFFICE OF ACADEMIC AFFAIRS
Guidelines for submission of proposals for new academic programs

As SMSU's *Curriculum Approval Policy A-001* states, "In keeping with the crucial role that faculty have traditionally played in curriculum matters, this regulation expressly designates to the Faculty Association the major responsibility for developing and recommending proposals for curriculum change."

New programs constitute curriculum proposals of major significance. Steps to be completed by those proposing new programs are outlined in *Policy A-001.1, Process for Curriculum Approval Proposals of Major Significance.* As the policy states, "All proposals of major significance shall be submitted by the sponsor(s) simultaneously to the Faculty Association Curriculum Committee and the Office of Academic Affairs by the chairperson(s) of the sponsoring department(s) or academic unit(s)." Furthermore, the policy states the "The sponsor(s) will complete the resource utilization worksheet."

As the implementation of any new program may impact other academic programs, the department, the college, university, and service units, the faculty, in collaboration with colleagues and appropriate staff, the academic deans, provost, and other administrators, must undertake a thorough examination of the personnel, financial, academic and other factors connected to the development and offering of new programs.

To that end, and as the current "Resource Utilization Worksheet" pertains only to Library resources, the Office of Administration and Finance, has developed the "SMSU Revenue Generation Structure for New Programs," which is to be used as an aid for calculating resource utilization, possible costs and revenue, and other associated financial implications. Sponsors of new programs, as is the practice of the curriculum committee, should also submit the Library Resource Checklist (http://www.smsu.edu/facultystaff/danielkaiser/curriculum_page/pages/forms.html).

In order for the Provost and the Academic Deans to assess the viability and appropriateness of new programs, the following information is also required:

1. **Introductory and Background Information**: This should include a brief description of the proposed program and the impetus for its development.

2. **Alignment with University and Program Mission and Goals**

3. **Need:** For example, sponsor(s) should provide evidence of student interest/market demand, fulfillment of educational needs in the region and state, ways in which program would address civic and cultural needs.

4. **Learning Outcomes and Assessment:** What are the learning objectives of the program? How will they be assessed?

5. **Curriculum and program structure:** This should include disciplinary foundations and connections, course of study, academic focus, any associated concentrations or minors, and proposed courses.

6. **Integration, Collaboration, and Partnership:** How does the program complement other SMSU programs? How is the program curriculum integrated with other SMSU programs? What are the opportunities for collaboration with other MnSCU programs and institutions? What are the opportunities for partnership and collaboration with other educational, community, or industry entities?

7. **Resource Requirements Summary:** Briefly describe resources that will be required, which may include personnel, instructional or other technology, library resources, student support services, and facilities. (Sponsors should meet with the appropriate administrators and staff to determine resource needs and availability.)

8. **Accreditation**: Implications for HLC or particular program accreditations or approvals. How will the program meet standards and requirements of the HLC, or other national or state accreditation bodies, or professional organizations or societies?

9. **Academic Distinctiveness and Excellence:** In what ways will this program distinguish itself from other similar programs? What will constitute "academic excellence" in the offering of this program? How will the faculty ensure distinctiveness and quality?

10. **Timeline:** Please include a timeline for development of the program, including projected start date.