Establish an Academic Program

Full Proposal

1. Rationale, including need for proposed program and how Temple can mount the program with a level of academic quality and excellence consistent with the mission and goals of the college and the University. A brief description of the disciplinary reasons guiding the proposed program (i.e. developments in the field, accreditation standards, employer feedback)

   1. How is proposed program consistent with regional and national competitors?
   2. What, if any, disciplinary or professional trends influenced this proposal?
   3. How will our program compare to the top programs in this discipline?

2. Where relevant, relationship of proposed program to other programs in the department, college and University

3. Curriculum - Include a semester-by-semester curriculum grid (advising worksheet)

   1. Special characteristics of the program, type and level of instruction, new courses to be developed or syllabi of existing courses, sequencing of courses, concentrations or tracks, and other requirements such as comprehensive exams, theses, practica, non-standard grading scales, auditions, portfolio review, etc.
   2. Description of how courses will be scheduled to ensure that students will be able to complete the course of study within a reasonable time frame. Time limits for completion may vary but should be no longer than 4 years if the program will be advertised as a four year undergraduate program. Master programs are normally 2 or 3 years and may not exceed 6 years. Doctoral programs may not exceed 7 years.
   3. List campus(es) where the program will be offered or indicate if program will be delivered at an off-campus, non-Temple location

4. Impact on Faculty and Students

   1. Faculty: Discussion of availability of faculty to support the program, including information about the hiring of new staff and faculty and/or reassignments of existing personnel (instructional deployment)
   2. Students: Requirements for admission to the program, plans for recruiting students, projection of the availability of qualified students and demand for program and anticipated employment or advanced study opportunities for graduates of the program
5. Impact on Resources

1. Describe any special tuition or fees to be charged.
   Note: A separate proposal needs to be submitted to the Tuition and Fee Committee. Attach documentation and timeline. If tuition and fees changes are required to implement this proposal, tuition and fee approvals must be secured prior to Board approval of the program proposal.

2. If graduate program, how will the students be supported?

3. Projected enrollments, student credit hours, and degrees to be granted over each of the first five years, by campus or site.

4. The short- and long-term effects on other University programs, including increased or decreased demand for courses or services, loss or addition of students, student aid, library, or computing resources, etc.

5. An analysis of the impact on space resources, including office, laboratory, and classroom space, must be included.

6. Overview of impact such as
   - Net changes in tuition revenue and resulting instructional and non-instructional personnel and employee benefits per the enrollment based budget model.
   - Indicate if any one-time or ongoing investments will be requested.
   - A summary of financial increases, savings, or reallocations
   - Non-financial requirements or savings in areas such as space, facilities, or equipment

6. Assessment - What are the program goals (student learning outcomes)? How will student learning be evaluated? What will be considered evidence of student learning and success?

7. Summary of peer and aspirant programs as well as trends in the discipline or profession

8. Implementation

1. When will change take place (fall or spring semester, year)

2. If applicable, include full description of impact on enrolled students, describing options for transfer to the new program, time limits for completion and other procedures. Note: When a program is restructured, the standard time for completion for currently enrolled students is 5 years from the semester of implementation for the proposed action.

1. List any collegial committees that reviewed, endorsed or approved proposal
2. Discuss how proposal relates to visiting team recommendations from most recent periodic program review
3. Describe any implications for accreditation