

# New Proposal 9/12/2017 3:41 pm


## 2018-2019 New Program Degree and Major

### New Program Summary

Select *Program* below, do not check *Shared Core*.

Type of program: \*  Program  
 Shared Core

### \*\*Read before you begin\*\*

1. Please turn on the help text before starting this proposal by clicking on the  icon in the top right corner of the heading.
2. All fields with an \* are required. You will not be able to launch the proposal without completing required fields. This includes the prospective curriculum field. Please add at least one course to the field in the pre-proposal. This can be updated in the full proposal.
3. Once the proposal is launched, the originator will need to approve the proposal for routing.

Department/School\*

Program Type\*

Degree Type\*

Status\*  Active-Visible

Program Level: \*  Undergraduate  Graduate

CIP Code: \*

To view CIP code: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

Title\*

**Concentration(s):**

**Admission  
Application start  
date:\***

**Intended  
Enrollment start  
date:\***

**# of credits:\***

**Program  
Delivery:\***  face-to-face  
 online  
 off-campus

**If program will  
be delivered off-  
campus please  
list the locations:**

**Does this  
program replace  
an existing one?\***  No  Yes

**Provide name of  
program it  
replaces:**

**Provide a brief  
summary or  
abstract of the  
program.\***

## Part One (pre-proposal)

After consultation with the dean, the department involved will need to identify and meet with the appropriate stakeholders, consult with the market analyst in IMC, and then complete this section.

### **Mission & Goals**

Identify the mission and vision of the program.

**Mission &  
Vision\***

List one to three broad goals for students in the program.

**Program Goals\***

Describe how the program will further the University's mission and initiatives in the Strategic Plan, as well as the more specific plans of the unit(s) involved.

**Institutional  
Mission\***

Identify any similar or related programs offered in your department or elsewhere at Andrews University and clarify the uniqueness of this program. If overlap exists with another unit, that unit should be invited to prepare a commentary on the proposal for the new program. Describe any cooperative relationships, if appropriate.

**Relationships  
with other  
programs\*****Market Analysis**

Identify the need for the program and indicators of student demand. Describe how the program will meet these needs. Include documentation from national, state, local, professional, and disciplinary resources, as appropriate.

**Need\***

Identify similar programs in the area, and at other SDA institutions. Explain how the proposed program will compete for students on a national or regional level. Using information from the program's proposed Classification of Instructional Program (CIP) code, departments can search for similar programs at <http://nces.ed.gov/collegenavigator/>.

**Competition\***

Explore market demand for prospective graduates (See U.S. Bureau of Labor Statistics at <http://www.bls.gov/ooh/> and <http://data.bls.gov/projections/occupationProj>).

**Market Demand\***

Indicate the probable source of students, projected enrollment and the projected number of graduates.

**Projected Enrollment\***

List the sources of advice and consultation that have been used in formulating this proposal (e.g., IMC, industry, professional, business advisory groups).

**Consultative and  
Advisory  
Resources\***

### **Pro-Forma Budget**

Provide a preliminary budget. This should be labeled as the Pro-forma Budget and attached in the Proposal Toolbox by clicking the file icon  at the top right of the page..

**STOP: Part One of the proposal must be approved by the Deans Council, in consultation with the Finance Office, before completing Part Two.**

**Import at least one course into the required Prospective Curriculum field below. This can be changed after pre-proposal approval.**

**To launch pre-proposal for approval, click on  located at the top left of the page.**

### **Part Two**

After approval of the pre-proposal, a number of consultations are needed to complete Part Two. Please see specifics in italics in the sections below.

#### **Program Description**

**Please provide the program description as you want it to appear in the bulletin.**

Describe the program purpose, target audience, expected time to complete, program delivery (i.e. distance, off-campus). In addition, describe curriculum options (i.e. variations within the major; options for minors, concentrations, tracks), and any other specific requirements, such as research, field work, internship, etc.; include discussion of any experimental or unique components.

**Program  
Description**

List the specific, measurable student learning outcomes that will be achieved by students in the program. (What will students know and be able to do?) Add all Student Learning Outcomes in the fields below. Add a new box for each outcome. *For help with this section, please consult with the Office of Institutional Effectiveness.*


Please note, Andrews University expects a process of Program Review to be completed in the year after the first graduating class.

**Student Learning Outcomes** No Student Learning Outcomes



List and briefly describe the direct and indirect measures you will use to measure the student learning outcomes of the program, and identify when/where these measures will be used (course or time in curriculum).

## Prospective Curriculum Field

### Step 1

 There are two options to add courses for proposed changes: "Add Course" and "Import Course". For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new classes that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

**Step 2**

Click on  "View Curriculum Schema". Click on "Add Core" which will be the header for your course groups of the program. After creating the different sections you can proceed to assign courses in each header by clicking on the core title to make its editable fields visible. Then click "Add Courses", this will bring up the list of courses available from Step 1. Select the courses you wish to add and reorder as needed by dragging courses. For removing courses click on the . For help with this section, please contact [bulletin@andrews.edu](mailto:bulletin@andrews.edu)

**Prospective Curriculum\***


**Note: Minimums for advanced courses are:**

For bachelor's degree, at least 30 credits of the degree and one-third of the major must be 300-level or higher.

For master's degree, 75% of the course work the program must be 500-level or higher.

For doctoral programs, 100% of the course work must be 500-level or higher.


- i. **Submit new course proposal forms for all new courses** in conjunction with the program proposal.
- ii. Interdisciplinary programs should include a capstone seminar or course that integrates the materials from the various disciplines.

When student learning outcomes and prospective curriculum sections are completed, navigate to the top of this form and use the Program Map  to assign where and how learning outcomes will be addressed in the curriculum.

**How many credits for this program will be from new courses?**

**If the program is interdisciplinary, make clear the interdisciplinary nature of the program and how the interdisciplinary perspective will be achieved.**



If any required courses will be provided by another department, attach a memorandum of collaboration from the cooperating department(s) in the Proposal Toolbox to the right by clicking 

For undergraduate programs, specify which general education package ( BA, BS, professional) will be taken and give justification for the choice made.

**Please provide descriptions of additional curriculum requirements as you want them to appear in the bulletin.**

Requirements for course based thesis, project, dissertation, internships

Non-course based requirements (portfolio, journal articles, etc.

**Program Mechanics**

Will the courses for the program  Yes  No

**fit within the dates defined by Andrews' academic calendar (for fall, spring, & summer)?**

**(if calendar is no) When will the instruction typically occur?**

- How long will the courses for the program typically run (including any pre-work, instruction, & post-work)?**
- 15 weeks (standard term)
  - 8 weeks (2 per standard term)
  - 3 months
  - 6 months
  - 9 months
  - 12 months

Provide a typical plan of work for students to proceed through the program. Differences in concentrations, thesis or project requirements, or full-time/part-time study may have serious impact on the plan of work; include separate plans of work where such differences occur. (See sample table below.)

Year	Fall	Cr	Spring	Cr
1				
2				
3				
4				

Please attach table in the Proposal Toolbox to the right by clicking .

- Where/How will the majority of this program be offered (campus)? (choose all that apply)**
- Main Campus
  - Distance
  - Off-campus location, US
  - Off-campus location, international

- (if Distance) How would you describe the**
- Interactive online
  - Self-paced

**distance delivery  
of this program?**

**(if Distance or  
multiple  
campuses)  
Please describe  
any variations in  
the curriculum  
by delivery**

**If at an off-  
campus location,  
please provide  
the full street  
address(es)**

**What is the  
language of  
instruction?**  English  Other

**If other**

**Accreditation.** If the program is in an area in which professional or specialized accreditation is available, indicate the basic achievements necessary to meet such requirements. If there are plans to seek such accreditation, indicate the timetable and the resource commitments needed to achieve accreditation. If there are no plans to seek accreditation when it is available, explain why not. *For assistance with this section, please contact the Office of Institutional Effectiveness.*

**Accreditation**

## Admission Requirements

For programs with concentrations, must students declare a concentration at the time of admissions?  Yes  No

If the program will have an additional application/admission process (i.e. professional programs), please describe.

### **Provide any additional admission requirements/processes for the bulletin.**

The University provides minimum criteria for admission, acceptable academic standing and progress toward the degree, and graduation. Many programs, however, have standards which exceed these basic minimums, and, in some cases, standards are imposed by specialized accreditation organizations. If the program requires a higher standard than what is stated in the bulletin, describe the standard of performance expected, and any limitations on GPA or C grades that the program will impose. Describe any other specific requirements, such as letters of recommendation, statement of objectives, personal interview, or special exams (such as the GRE or GMAT). *Please note: Advanced standing is determined at time of admission.*

### **List any background experience or prerequisites for the bulletin.**

Identify any required background experience, prerequisites, or credentials, such as course work in specific disciplines; any required degree, certificate, or licensing; any professional or field experience required, in the second box below. *Note: Prerequisites for admission are not counted as program requirements.*

**Additional  
Admission  
Requirements**

**Required  
Background  
Experience,  
Prerequisites,  
etc.**

**Academic Standing and Graduation Requirements.**

Is this program designed to be taken full-time?  Yes  No

**State the expected time to complete the program in years, and the time limitation for earning the degree. (Federal financial aid can only be granted for 150% of the expected program length.)**

For programs that have concentrations, can students graduate without a concentration?  Yes  No

**Describe any requirements for maintaining academic standing and/or additional graduation requirements for the bulletin.**

If the program requires a additional or higher standards than what is stated in the bulletin, describe the standard of performance expected, as it should appear in the bulletin. This may include residency, time limits, transfer of credits, or specifications on GPA or grades. Please consult with the Registrar for assistance.

**Additional  
Degree  
Requirements**

## **Program Administration**

**Describe the administrative structure for oversight of the program, i.e., whether by the department as a whole, or by a special advisory committee, or by a director.**

### **Administrative Structure**

**Describe the structure responsible for recruitment, admissions, student advising and progress, curriculum development, and program evaluation, i.e., whether there will be separate committees/individuals responsible for each area or committees/individuals with several responsibilities.**

### **Specific Responsibilities**

**Describe the selection process for the above committees/individuals and any special qualifications required. For interdisciplinary programs describe mechanisms to assure representation of all participating units.**

### Selection Process

Discuss the advisory system to be implemented for mentoring and counseling the students in their progress toward degrees.


For programs requiring research, describe the process by which students will identify appropriate research advisers and indicate the point in the program at which the adviser and committee (if indicated) should be identified. Describe also the expected frequency of meetings between the student and the research adviser and full advisory committee.

### Mentoring and Advising of Students

## Program Resources

This is one of the most important sections of the proposal. The Undergraduate and Graduate Council will approve only those programs that have a secure intellectual and financial base.

**Faculty Resources.** Assess the ability of the unit to conduct the program, and describe the number and qualifications of the faculty, as well as access to resources outside the unit.

List all faculty (regular and adjunct) participating in the new program. Indicate their current teaching and advising loads. Describe plans to fit new program responsibilities within these loads. Document how this new program will affect faculty workloads. You may attach supporting documents in the Proposal Toolbox by clicking the file icon  at the top right of the page.

**Faculty analysis**


Describe the qualifications of any Graduate faculty in sufficient detail to allow Graduate Council to evaluate their ability to sustain the program. If commitments for new faculty have been approved by the Provost, those should be described in the proposal, along with an assessment of the availability of individuals to fill them.

**Graduate faculty qualifications.**


Describe the physical facilities and equipment available to support the new program. Particular attention should be given to facilities for graduate student research or professional training. If new educational equipment or training aids will be required, identify the source(s) of funding and provide letters of commitment to provide the required funding.

**Physical Facilities**



Please download the [Library Support for New Academic Programs](#) and consult with the Library to complete this section. Describe the library support that is available to meet the needs of the new program, indicating what new acquisitions will be required. Attach the completed library evaluation in the Proposal Toolbox by clicking the file icon  at the top right of the page.

### Library Support

In the case of interdisciplinary programs, each department that will provide instruction should be asked to furnish a letter of support, which details the availability of resources it will contribute, as described in the proposal (faculty, course scheduling, student enrollment, etc.), and assures that its courses used in the program will continue to be available. You may attach supporting documents in the Proposal Toolbox by clicking the file icon  at the top right of the page.

### Interdisciplinary Programs

## **Financial Analysis**

The resources described in the previous section will require a variety of costs including time, money, and effort. In this section, those costs should be described as completely as possible. In addition, please make any necessary changes to the Pro-Forma budget. The Provost and Chief Financial Officer will review this section and the final budget proposal.

Project the estimated expenditures of the next two-three years for the proposed program in terms of faculty and staff FTE.'s, library costs, supplies, and equipment for both classroom

and research activity. If faculty and staff who are currently performing duties in one program will also be responsible for the new program, then discuss their ability to adequately support the new program.

**Expenditures**

Identify sources of revenue to support the program. Describe any special grants which may be sought to support the new program and the impact of these expenditures on any existing programs.

**Revenue**

**Is there a discount being requested for this program?**  Yes  No