

New Major, Minor, Track or Emphasis Proposal Guidelines

College of Arts and Sciences



Submit to the appropriate school director a proposal that contains the following information:

The cover sheet should contain items one, two and three, the remainder should follow as a proposal narrative. *Please use the bold headings below to clearly delineate the sections of the proposal.* Additional information may be appended as needed

1. Title and Proposer Information

Title of the proposal, proposer name, department, phone number and e-mail

2. Signature Approval

Department Chair _____ Date _____

School Director _____ Date _____

Curriculum Committee Chair _____ Date _____

3. Overview Description of the Program

Please provide a summative overview of the program.

4. Outline of the Program and Its Requirements

Do this in whatever format seems clear to you, but please include the proposed catalog copy.

5. Academic Fit

a. Explain how the program reflects the values and goals of the relevant academic discipline.

b. Explain how the program fits with and enhances the current academic structure of the relevant department and school.

6. Goals

a. List the academic goals of the program.

b. Explain how the program and its goals relate to the College Curricular Goals.

c. How will the program be assessed relative to its goals and the College Curricular Goals?

d. What materials from students will be available for assessment?

7. Students

a. Will students who pursue this program be able to complete their degree in a timely manner?

b. If the program is a major, will students be able to complete the major and a minor in 4 years? A second major?

c. Please provide a sample year-by-year student schedule, similar to those found in the Advising Handbook at http://www.pacificu.edu/as/academic_handbook/index.cfm

8. Faculty

- a. How will this program be staffed?
- b. Please provide a chart of a two-year teaching rotation and frequency of course offerings (*see template below*).

Faculty Name	Year 1		Year 2	
	Fall	Spring	Fall	Spring

9. Comparative Data

How does the proposed program and curriculum compare to that offered by other schools, especially sister schools and liberal arts colleges? Include appendices as appropriate.

10. Required Resources

- a. What and how many faculty and staff members will be required to serve the program?
- b. What will be the impact of this program on other programs, faculty, and staff?
Be sure you have communicated with anyone who would be affected by the implementation of your proposed program.
- c. Are there special facilities or equipment needs?

11. Retention and Recruitment

- a. Why will students be attracted to this program?
- b. Is there evidence that this program will enhance retention and recruitment efforts?
- c. How many new students will the program attract each year for the next several years? (*see business plan and budget*)

12. Business Plan and Budget

Templates are on Box (*Investment Opportunity Information folder*). Consult your Director/Associate Dean for guidance.

13. CIP Code

<http://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

14. New Course Proposals

Please attach any new course proposals for those new courses included in the new major/minor/track emphasis. This proposal will not be evaluated without these forms.