

PROPOSAL OUTLINE FOR NEW ACADEMIC PROGRAMS

(Adapted from the 2014-15 New Jersey Presidents' Council Academic Issues Committee (AIC Manual) <http://njpc.org/documents/201415-aic-manual/view>)

The basic template for creating a proposal (no more than 2 pages) for a new academic program is as follows:

A. Cover Page including the following information:

- Title of the new program
- CIP code
- Name, credentials, title, School and signature of the Proposal Coordinator
  
- Date

at: 1.13"

Forrell

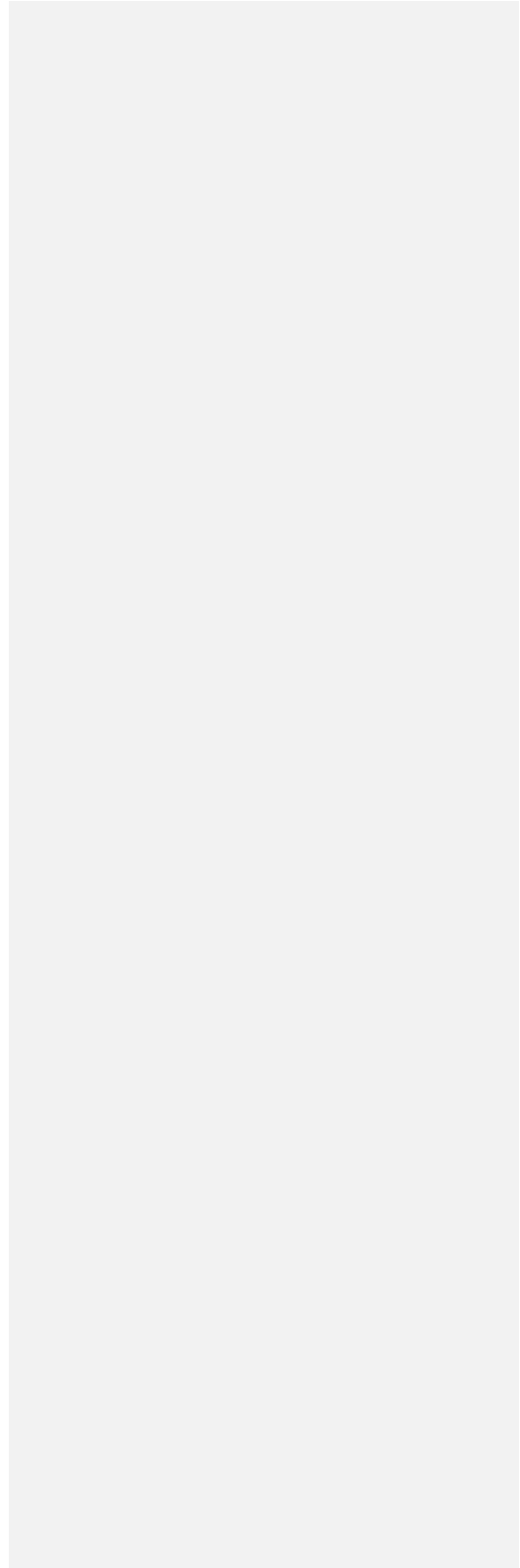
B. Program Objectives

Briefly summarize the nature and focus of the proposed program, indicate the objectives, knowledge and skills students will acquire, and identify cooperative arrangements with other institutions or external agencies in offering the program. The external review required for state approval (AIQ) will assess whether or not the program objectives are sound and clearly stated.

- { State the level of the program (baccalaureate, master's, or doctoral).
  
- { State whether the proposed program exceeds the programmatic mission of the institution (as listed in Appen 3.8(m) 7ixtiCc -07tud(p)-5l-nx a9(al)10id1.9(p)2.3(l.6(-)-11.3(i)1.9(iv)-5.6(e)1(aTw)-19.6(e)/TT0 1 Tf Tw -18

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Briefly describe the additional resources needed to implement and operate the program during the program's first five years (e.g., adequate faculty whom are appropriately credentialed with the necessary scholarly/creative/ research expertise), budget to support the program, the number of full-time faculty, number of adjunct faculty, computer equipment, adequate facilities including library and laboratory equipment, technological infrastructure and computing and non print material, adequate staff and support personnel and administration.

G. H. Degree Requirements

Provide an outline of the curriculum, including a list of the proposed courses and credits per course. Indicate the total number of credits in the degree program and undergraduate programs, the number of general education credits

## APPENDIX A

**Guidelines for the Evaluation and Learning Outcomes Assessment Plan  
in New Degree Program Proposals from the  
Academic Issues Committee Manual**

<http://njpc.org/documents/201415-aic-manual/view>

The purpose of this section is to show that there is a concrete plan in place for evaluating the effectiveness of the program in terms of curricular design, student achievement, program effectiveness, and stakeholder satisfaction. The instructions in the Academic Issues Committee Manual regarding this section are as follows:

Below is a more detailed outline of the information that should be provided to clearly present the assessment plan:

Program goals or objectives (broad statements of the purpose of the program: what will it prepare students to do?)

Note: Your institution may have explicit "Institutional Level Learning Goals" shared across all programs and included in the "Program Level Learning Goals" of all programs. More commonly, Institutional Level Learning Goals are implicit or reflected in the Program Level

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Student learning outcomes (specific statements of how students will demonstrate their achievement of the student learning goals: what will students do to show what they have learned?)

Courses or other points in the curriculum where outcomes are assessed

Student learning outcomes assessment methods or tools (student work products such as

Program Goals	Student Learning Goals	Students Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Methods or Tools
<p><b>Program Goal 1.</b> Produce graduates who are prepared to take ethical and social responsibility in a diverse world.</p>	<p><b>Student Learning Goal</b> 1.1. Students will develop values that build community at local, national, and global levels. <b>Student Learning</b></p>	<p><b>Outcome 1.1.1.</b> Students will be able to explain how psychology can promote civic, social, and global outcomes that benefit others.</p>	<p>Social Psychology; Psychology of Profession and Practi.7(t)-1 0.0050.3(n)-12.4( a)-5(n)1(d)-12.3( )TJ -0.003 Tc pC.A213 TD [(8n27 TD 2.4( a)-5(n.227)-11.3(a)-4(l)-</p>	

