

Appendix A. Detailed Description of the Proposed Degree and Need for Program

- Describe the program need/rationale framed by the University's mission and strategic goals. [WASC]
- The originator and program/department faculty and/or academic unit should conduct a needs assessment that supports the new degree program proposal to address these questions and provide detailed information on the findings regarding the need for the program. Program faculty and/or administrators should consult with the Vice President and Dean for Enrollment Management for assistance in providing support for the demand for the degree.
- Describe the methods used to collect evidence (surveys, focus groups, documented inquiries, etc.) that support the enrollment projections and conclude that interest in the program is sufficient to sustain it at the expected levels. Evidence should demonstrate interest in this program specific to the University and broader trends and employment outlook. Provide all evidence to support the addition of this program. [WASC]
- Provide an overall description of the program, including the alignment of the program philosophy, curriculum design, and pedagogical methods/instructional theory with the target population, modality, and degree nomenclature selected. [WASC]
- Describe the educational goals and objectives and program learning outcomes of the degree. Articulate how the curriculum is structured to achieve these goals and outcomes. Explain any special emphases or other curricular options in the proposed degree.
- Memo from the Vice President of Institutional Effectiveness and Faculty Advancement and/or the Director of Accreditation & Assessment regarding accreditation and assessment verifying that consultation occurred on WASC substantive change and design of assessment processes.
- Memo from the Vice President and Dean for Enrollment Management regarding the conducted needs assessment, projected enrollment trends, and other reviewed data.
- Analysis of the program compliance with the Financial Value Transparency and Gainful Employment rule: the program must demonstrate that the graduates (i) will be making more money than an adult in their state with a high school diploma and no postsecondary degree and (ii) will afford their yearly debt payments. Memo from the Vice President and Dean for Enrollment Management regarding the analysis and conclusions.
- Describe the New Program's impact on other degree programs at the University:
 - Reallocation of faculty, staff, or other resources from another program to the new program
 - Sharing of faculty, staff, or other resources with another program
 - Effect on student matriculation in the existing programs and enrollment in the existing courses
 - Potential involvement of the New Program's students in teaching and faculty research and creative activities
 - Describe potential interdisciplinary activities with existing programs
- Describe the New Program's impact on the University by answering these questions: will the new program be revenue-generating, and will it enhance the University's reputation locally, nationwide, and internationally? Provide justification for the answer.