

## Proposals for New Programs

New Program Proposals fall into the following categories:

- [New graduate degree program](#)
- [New joint degree program](#)
- [New integrated undergraduate/graduate program](#)
- [New emphasis, area of study, specialization, or credential](#)
- [New graduate certificates for academic credit programs](#)
- Any other specialized academic program

### New Graduate Degree Program Proposal Process

The review and approval of new graduate degree is a comprehensive process requiring extensive documentation, appropriate consultation recommendations within academic units, review by the university Councils, concurrence by the Senate Executive Board, a recommendation regarding approval by the Faculty Senate, and approval by the Provost and the Board of Trustees. All required consultations and recommendations for approvals are to be documented using the New Degree Program Form found in the [Appendix-Forms](#) section of this Handbook.

IMPORTANT. Proposed new graduate degrees may require submission of a substantive change proposal to the Western Association of Schools and Colleges (WASC), who serve as the regional accrediting body for Chapman. Academic units considering a new graduate degree program proposal must consult with the Office of Accreditation and Assessment before submitting a new program proposal. If WASC's substantive change policies and procedures require the submission of information about new programs, the Office of Accreditation and Assessment will provide the current information on the process.

If the New graduate degree program being proposed also includes a [New Integrated Undergraduate/Graduate Degree Program](#), please refer to that section of the Handbook for specific information to be provided for the Integrated programs.

The University's academic requirements for graduate degree programs are provided in the graduate catalog, which should be consulted when designing any new graduate degree program. A summary is also provided in the [Degree Requirements](#) section of this Handbook.

The schedule for preparation, submission, and review steps of a new degree proposal is summarized below:

Timeline		Action
Month 1	Before February 1	The Provost should be consulted regarding initiating any new degree program proposal. It is recommended that the Dean of the academic unit do this first step. The Provost can guide on the timing of the new degree program proposal, and its fit with the strategic plan, and can discuss potential resources needed and available.
Month 1	By February 1	Notice to AVPGE of intent to submit the New Program Proposal.

Month 1	Not later than February 1	Consultations begin with all required offices and individuals no later than and preferably substantially before February 1.
Months 2-3	February - March	<u>The consultation process may result in changes to the original proposal that must be addressed</u> before the academic unit considers the final proposal for a recommendation.
Month 3	By March 31	Review and recommendations on approval by the academic unit or program/department faculty, curriculum committee, and dean.
Month 3	By April 1	Final proposal submitted to the Graduate Education.
Months 4-5	April - May	Graduate Academic Council (and, if necessary, Undergraduate Academic Council) reviews and provides a recommendation by May 30 to the Long Range Planning Council.
Months 6-8	June - August	Long Range Planning Council reviews and provides a recommendation to the Senate Executive Board by the end of the first week in September.
Month 9	The first meeting of the Faculty Senate	Senate Executive Board presents a proposal to the Faculty Senate at the first meeting in September.
Month 11	End of November	A recommendation from the Faculty Senate is sent to the Provost before the December Board of Trustees meeting.
Month 12	December	The Provost presents the degree proposal to the Board of Trustees Finance and Academic Committees and the Board as a whole.
Month 14	By February 1	Submit the Catalog information for the New Program.
Month 15	by March 30	Final decision by the Board of Trustees
Month 16	By May 1	If necessary, revise the Catalog entry for the New Program.
Month 18	June - July	The new approved degree is published in the subsequent Academic Year catalog.

### *General Guidelines for the New Degree Program Proposal*

#### Preparation

A proposed new graduate degree program will be evaluated based on the following criteria:

- The demonstrated need and demand for the proposed new degree
- Its alignment with the university's mission and the academic strategic plan
- The benefits of offering the degree at the University
- The academic quality of the proposed degree program, including delivery, outcomes, and assessment
- The cost of the degree and the use of institutional resources

Originator(s): Proposals for new graduate degree programs generally originate from the academic unit that will offer the new degree program. Proposals also may originate from other academic units or administrators. However, all such programs require the support of program faculty when such faculty are in place and will be contributing to the program.

Documentation: All new degree program proposal information must be placed in the file-sharing folder created by the Office of the Associate Vice Provost for Graduate Education for the specific new degree program proposal. Contact Lonnise Magallanez at [GradEd@chapman.edu](mailto:GradEd@chapman.edu), and the folder will be established for the proposal. Links to the documents in the file folder can then be shared with all parties needing review access. The New Proposal form found in the [Appendix-Forms](#) is included in this file sharing folder, to be signed by each required person representing the consultative office, faculty councils, and senate.

Consultation: should occur with the following offices and individuals, as appropriate, during the proposal preparation stage:

- Associate Vice President for Graduate Education to ensure that academic policies are being followed in degree design
- Office of Strategic Marketing and Communication for information on the marketing potential of the new degree program (addressed in Executive Summary, Appendices A, I)
- Assistant Provost for Operations and Finance regarding budget (addressed in Appendices C-I)
- Vice President for Institutional Effectiveness and Faculty Advancement and the Director of Accreditation and Assessment regarding accreditation and assessment (determination of whether or not substantive change filing with WASC is required and addressed in Appendices A and B)
- Vice President for Enrollment Management regarding projected enrollments and financial aid/scholarships (addressed in Appendices A and H)
- Office of Graduate Admission regarding recruitment and enrollments (addressed in Appendices A, H, and I)
- Library Liaison regarding information resources (addressed in Appendix D)
- Vice President for IS&T regarding computing and technology needs (addressed in Appendix E)
- Office of the EVP/COO (if new proposal is a new international or joint program with another institution). Note that any such program requires a substantive change application to WASC and should follow the WASC Substantive Change: New Degree Program process.
- Office of Legal Affairs (if new proposal is a new international or joint program with another institution).

Each office listed above must provide documentation that the consultation occurred, and such documentation should be filed in the appropriate Appendix folder in the shared folder assigned by the Office of the Associate Vice President for Graduate Education for the New Degree Program Proposal.

The consultation is an opportunity to gain input from relevant offices and personnel and make appropriate adjustments to the proposal before the academic unit considers the final proposal for recommendation.

Academic Unit decisions: The recommendations on approval by the academic unit is required by the following parties and individuals:

- Representative of program/department faculty

- Academic unit curriculum committee
- Dean

Each party listed above can submit a position memorandum for their recommendation on approval. These memoranda are to be filed in the New Program file sharing folder set up for this purpose, to which all reviewing parties will have access. The memorandum is required from a party in case of recommendation to reject the proposal. Recommendations and memoranda are required by the standard deadline, April 1.

### Reviews

After April 1, the original New Program shared folder will be available for review only. Any subsequent recommendations, responses, and changes should be submitted to a separate shared folder, New Program proposal review, linked to the New Program proposal's folder.

University Councils: Subsequent reviews and recommendations on approval are required from the following:

- Graduate Academic Council (and, if necessary, Undergraduate Academic Council)
- Long Range Planning Council

The Councils will identify relevant academic, strategic, and budgetary issues and will prepare summative reports detailing:

- the alignment of the proposed degree program with the Academic Strategic Plan
- analysis of the resources requested
- the Council's recommendations

Councils may request feedback from the program/department and/or academic unit involved in the proposal process before submitting the council's recommendations.

Following the review, each council submits its report to the New Program proposal review shared folder and documents the recommendation on the New Proposal form.

Upon completion of their reviews, the Councils:

- forward all relevant information and recommendation reports to Senate Executive Board;
- inform the following parties of their recommendations:
  - Program/department faculty
  - Academic Unit Curriculum Committee
  - Dean
  - Associate Vice President for Graduate Education
  - Provost

Senate: The Senate Executive Board will then submit, with their own recommendation (optional), all information to the Faculty Senate. Faculty Senate members will be provided access to the shared folders with the New Program proposal and reviews.

Upon vote of the Faculty Senate, the Faculty Senate President will forward the recommendation for approval or disapproval to the Provost and notify all prior parties of the decision.

The Provost reviews the recommendations by the faculty senate, and if the Provost recommends the new degree program for approval, further reviews will be arranged by the following:

- Academic Committee of the Board of Trustees
- Finance Committee of the Board of Trustees
- Full Board of Trustees

While specific steps in the curriculum proposal process for new academic programs may be undertaken simultaneously, curriculum proposals for new degree programs will **not** be presented to the relevant Board of Trustees committees and the entire Board of Trustees until all required previous steps have been taken, consultations verified, and recommendations for approval or disapproval are made.

The Board of Trustees provides final approval on all new degree programs.

### *New Degree Program Proposal Content Guidelines*

The proposal should consist of a 2 to 3 page executive summary that explains the high points of the proposed degree program and appendices that explain the details. Each appendix should begin with a brief narrative summary of the contents of the appendix. The proposal should also include a table of contents corresponding to the requirements below.

Electronic copies of all required documents in the proposal sections (including all supporting documents in electronic format) are placed in a file sharing system folder created for the New Program proposal.

Special requirements for Joint and Interdisciplinary programs and degrees require additional review and recommendations for approval by all programs and academic units involved. In order to provide for the appropriate approvers to be included in the proposal process and on the proposal form for signature, please work with the Office of the Associate Vice President for Graduate Education to set up the appropriate customized form for acknowledgment of consultation and recommendations for approval from all parties for these proposals.

The detailed proposal should include the following sections addressing the questions below. The New Program proposal folder in the file-sharing system has subfolders for each category in which information should be uploaded:

- Executive Summary
- Appendix A: Description
  - Narrative
  - Required Assessment Information (PLOs, ALOAR/Sec. 1, Curriculum Map)
  - Required analysis of Gainful Employment Rule
- Appendix B: Curriculum
  - General Curriculum Information
  - New Course Syllabi (separate file for each course)
  - Existing/Revised Course Syllabi (separate file for each course)
- Appendix C: Faculty
  - General Faculty Information
  - Faculty Curriculum Vitae (separate file for each faculty member)
- Appendix D: Library Information
- Appendix E: Information and Computing Resources
- Appendix F: Facilities Needs

- Appendix G: Staff and Administrative Support Needs
- Appendix H: Student Support Needs
- Appendix I: Projected 5-Year Budget
- Memoranda regarding recommendations from:
  - Program/Department Faculty Representative
  - Curriculum Committee(s) governing academic unit
  - Dean for the academic unit
  - Graduate Academic Council and, if necessary, Undergraduate Academic Council
  - Long Range Planning Council
  - Senate Executive Board (not required)
  - Faculty Senate President representing Faculty Senate

Below is detailed information regarding what is required in each section and the Appendix of the proposal. If [WASC] is indicated, it refers to information required by the WASC Senior Colleges and Universities Commission for accreditation purposes.

**Executive Summary (2-3 pages):**

- Name of the proposed degree
- Rationale for why the degree is being proposed. Specifically, what need or purpose does the degree fill for the University, the academic unit, the discipline/field, and/or the student body?
- Explanation of how the proposed degree fits the needs of the University and how this program connects with the mission, purpose, and strategic plan of the University and with the strategic plan of the academic unit. [WASC]
- Summary of the reputational and financial impact of the proposed program on the University (Detailed information is to be provided in Appendices A and I)
- Name/position of the primary person overseeing the new program or degree. This includes the person or persons responsible for:
  - annual accreditation reports,
  - program reviews, and
  - contact the Office of the University Registrar and the Office of Graduate Education for other program- and degree-related questions.
- If this is a joint or interdisciplinary degree:
  - identify which program/department will be responsible for annual accreditation reports and program reviews.
  - address how courses and programmatic changes are to be reviewed and approved. Unless special conditions exist, both academic units and programs/departments should be required to approve programmatic changes, both simple and complex, and this should be noted in this summary. It is possible that a separate Curriculum Committee should be established specific to this degree. If this is needed, explain why this is needed, and who will serve on this new Curriculum Committee.
- Summarize the demand for this degree, how the demand was determined and what methods were used to collect evidence to support demand. 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 a

summary here. Add a summary explanation of how the program will fit into the revised Financial Value Transparency and Gainful Employment regulations. (Detailed information is to be provided in Appendix A.) Program faculty and/or administrators should consult with the Vice President and Dean for Enrollment Management for assistance in providing evidence and justifications for the demand for the degree. [WASC]

- Describe the targeted recruitment audience and processes for advertising and recruiting students. (Financial resources committed to marketing the program should be clearly explained in the budget in Appendix I). Program faculty should consult with the Vice President for Strategic Marketing and Communications on these matters and web site design and maintenance. [WASC]
- Describe the admissions criteria and processes for admitting students. Program faculty should consult with the Vice President and Dean for Enrollment Management and appropriate Graduate Admission staff.
- Discuss the planning process for the proposed degree, including who was involved—faculty, staff, students, alumni, community members, and others—in planning the new degree. Describe all of the constituents involved in the planning process.
- Discuss how the degree fits within the academic unit’s current degrees. How will the proposed degree impact other degrees within the academic unit? (Detailed information is to be provided in Appendix C.) Does the degree replace other degrees offered by the academic unit? If so, the program/department and the academic unit must submit a concurrent proposal for the closure of the degrees being replaced.
- Discuss how the proposed degree compares to other degrees identified by the academic unit and/or program/department in the discipline or field and how the proposed degree compares to the standards and guidelines (if any) of disciplinary/professional associations in the field. If the proposed degree responds to recommendations and concerns identified in the program/department’s last program review, identify the recommendation made.
- If applicable, explain the academic unit and/or program/department’s plan for meeting professional accreditation and/or certification requirements and indicate the anticipated date of the accreditation request and approval.
- Discuss whether or not this New Program will result in a substantive change to WASC accreditation based on consultation with the Vice President of Institutional Effectiveness and Faculty Advancement and/or the Director of Accreditation & Assessment.
- If necessary (e.g., when the program is international or requires collaborating with other institutions), the originator and/or the program/department faculty must consult with the Office of the Executive Vice President/Chief Operating Officer and the Office of Legal Affairs to identify and resolve any potential legal issues, which should be discussed here.

**Note:** The information requested in the Executive Summary is to be provided in one file, and the information required in Appendices A through I, as described below, should be in separate files. In some cases (i.e., Appendix C, Faculty), the Appendix may be a folder containing separate files. Please review the file sharing system template and use appropriate naming conventions for any files created.

## **Appendices**

### **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.



## Appendix B. Curriculum

- The total number of credits required for the degree.
  - The total number of core credits required for the degree.
  - List all core courses by catalog number, title, and credit.
  - The total number of elective credits required for the degree.
  - List elective courses by catalog number, title, and credits that can be used to satisfy the degree requirements.
  - Provide the number of required credits to complete the degree, the number of credits that may be transferred to Chapman from other institutions, and how transferability will be determined. [WASC]
- Provide updated course syllabi for all core courses in the proposed degree (the syllabi should be uploaded in a separate folder). Include draft syllabi for proposed new courses.
- Identify any new courses needed in the first year of the degree or after the first year. Provide catalog description and objectives for all new courses.
- Identify all existing courses that will be substantively revised for the proposed new degree and describe these revisions.
- For a joint or interdisciplinary degree program, provide the following:
  - A description of a significant learning experience that integrates the curriculum across programs/departments and academic units.
  - A description of unifying seminars or courses that facilitate and encourage cross-curricular learning.
  - A description of teaching loads and credits for interdisciplinary courses, including where credits are distributed to academic units and programs/departments.
- Provide a summary of the curriculum offerings, describing the course schedule by term, year, and instructor. If courses from another program are used, provide evidence that the appropriate program chair/director has been consulted and agreed to include that course or courses in the new degree.
- Provide a study plan and the course sequence for students. The plan should demonstrate the sequence of required and elective courses to demonstrate a student's ability to progress through the curriculum. The plan should also provide a timeframe for completing all other program requirements in the expected time to complete the degree.
- For a research-based program with comprehensive or qualifying exams and/or theses or dissertations, provide a draft of their graduate student's progress milestones and statuses to monitor time-to-completion. The new program must (1) select the appropriate milestones, (2) set the order of the selected milestones, and (3) indicate the term (number) when the milestone is due. The template for the Milestones form is provided in the [Appendix](#).
- Provide a draft of their graduate student's mentorship plan for a research-based program with a capstone, thesis, or dissertation requirement. The plan should specify appropriate activities at the program and the university level that aim for the professional and individual development of the students and provide a sample timeline for the specific activities. The template for the mentorship plan is provided in [Appendix](#).
- Describe any internship or residency requirement and monitoring procedures if an internship or residency is required. [WASC]

### Appendix C. Faculty

- Provide a summary list of current faculty members who would teach/contribute to the proposed degree, including rank, appointment status, highest degree earned, date, and field of highest degree. Specifically, note any joint or dual appointments involving faculty teaching in the program.
- List the required positions for new hires.
- Discuss how the quantity and quality of existing faculty will support the proposed degree.
- Describe how the responsibilities and workload of current faculty will be allocated to support the proposed degree.
- Describe the impact on faculty workload that supports existing degrees and how the increase in workload will be accommodated.
- Describe additional faculty resources needed to support the proposed degree. Include additional full-time and part-time faculty. Describe the added teaching load and other faculty support. The costs of these additional faculty resources should be included in Appendix I, Projected Five-Year Budget.
- For a graduate degree with a thesis or dissertation requirement, specify how many faculty members will serve as dissertation or thesis mentors and readers/committee members. Faculty compensation (accounting for faculty load, providing exchange time or stipends) for such mentoring should be considered only for non-subsidized programs and warranted. If applicable, provide a rationale for the compensation and justify the costs of exchange time (specify the amount of exchange time per student mentored) or faculty stipends (specify the amount per thesis hour) for the mentoring. These costs should be included in Appendix I, Projected Five-Year Budget.
- In a separate digital file within this Appendix, provide faculty Curriculum Vitae for all existing faculty and any new hires expected, if known.

### Appendix D. Library Resources

Consult with the academic unit or program/department's library liaison to determine library resources that are required for the new program or degree. Library personnel must verify that they were consulted.

- Describe how library resources will be used to support the curriculum. [WASC]
- Describe existing library resources that will support the proposed degree to determine the adequacy of library resources for the new program or degree.
- Describe additional library resources needed to support the proposed degree.
- Provide an estimate of the cost of these additional library resources in Appendix I, Projected Five-Year Budget.
- Memo from the appropriate library staff that consultation occurred on the needs of the new program for library resources.

### Appendix E. Information and Computing Resources

Consult with the Office of Information Systems & Technology to determine the information and computing resources required for the new program or degree.

- Describe existing information and computing resources supporting the proposed degree or major.

- Describe additional information and computing resources needed to support the proposed degree. Provide an estimate of the cost of this additional information and computing resources in Appendix I, Projected Five-Year Budget.
- Memo from the Vice President for IS&T that consultation occurred on the needs of the new program for library resources.

#### Appendix F. Instructional and Research Facilities and Equipment

- Describe existing instructional facilities and equipment that will support the proposed degree.
- Describe additional instructional facilities and equipment needed to support the proposed degree. Provide an estimate of additional instructional facilities and equipment costs in Appendix I, Projected Five-Year Budget. Include any anticipated custodial, overhead, maintenance, and repair expenses.
- Describe existing research facilities and equipment that will support the proposed degree. Include any anticipated maintenance and repair expenses.
- Describe additional research facilities and equipment needed to support the proposed degree. Provide an estimate of the cost of these additional research facilities and equipment in Appendix I, Projected Five-Year Budget. Include any anticipated custodial, overhead, maintenance, and repair expenses.

#### Appendix G. Staff and Administrative Support

- Describe existing staff and administrative support for the proposed degree.
- Describe additional staff and administrative support needed for the proposed degree. Provide an estimate of the cost of additional staff and administrative support in Appendix I, Projected Five-Year Budget.

#### Appendix H. Student Support/Resources

- Describe existing student scholarships and financial aid that will support the proposed degree.
- Describe additional student scholarships and financial aid needed to support the proposed degree.
- Provide a summary of teaching and research assistantships as well as fellowships that will be used to recruit and support graduate students.
- Provide an estimate of the cost of these additional student scholarships, fellowships, assistantships, and financial aid in Appendix I, Projected Five-Year Budget
- Memo from the Vice President for Enrollment Management that consultation occurred on the needs of the new program's financial aid resources.
- Provide an estimate of the needs for Graduate Student housing that will be used to recruit and support graduate students.

#### Appendix I. Projected Five-Year Budget

Consultation with the Assistant Provost for Academic Financial Operations should be completed prior to April 1 to develop the new program's proposed budget.

- Provide a five-year budget projection, including projected revenues and expenses for the proposed degree. The budget should be prepared using the *Budget Template for New*

*Graduate Programs Form* found online through the link provided in the [Appendix-Forms](#) at the end of this Handbook.

- Include projected revenues for full-time and part-time student enrollments, tuition rate per credit, and tuition revenue. Growth should be projected over five years and reflected in the five-year budget.
- Determine the costs for faculty and staff, including projected salary increases and any costs required for replacing faculty in other programs. Include:
  - projected expenses for additional full-time and part-time faculty, salaries, and benefits
  - costs of faculty research start-up funds, teaching load, exchange time, stipends, and faculty support
  - additional library resources
  - information and computing resources
  - instructional and research facilities and equipment
  - staff and administrative support
  - student scholarships and financial aid
  - program start-up costs such as advertising or professional services
- Memo from the Assistant Provost for Academic Financial Operations that consultation occurred on the needs of the new program financial aid resources.

#### *Board of Trustees New Program Proposal Presentation*

Academic units submitting new program proposals that are recommended by approval by the Senate and the Provost are advised to prepare a presentation (e.g., using PowerPoint) for the Board of Trustees that summarizes the following points:

- The name and type of proposed degree.
- The academic unit and/or program/department offering the degree
- A rationale for offering the program or degree, including the projected demand/enrollments and the planning process that went into developing the new degree.
- A description of how the degree fits into the missions and strategic plans of the university, the academic unit, and/or the program/department
- A brief description of the degree, including its curriculum, faculty, and required resources.
- A summary of how the degree compares with existing relevant degrees at Chapman University or competing universities.
- Plans/timelines for implementation and for meeting any accreditation requirements.
- A summary of the five-year budget, including projected enrollments, revenues, and expenditures. The budget must be reviewed by the Long Range Planning Council, the Executive Vice President/Chief Operating Officer, and the Provost.

On occasion, the Board of Trustees may be informed of degree proposals in development prior to receiving Graduate Academic Council, Long Range Planning Council, Senate Executive Board, or Senate approval. Presenters must be clear about the status of each degree proposal when making their presentations. That is, only proposals that have received recommendations for approval from the Faculty Senate and the Provost should be presented to the Board of Trustees for a vote.