

GUIDELINES for DEVELOPING AND SEEKING APPROVAL of NEW ACADEMIC PROGRAMS

GRADUATE SCHOOL Pre-Proposal Screening Document

INTRODUCTION:

New program development is critical to the University and both encouraged and expected. New programs refers to any new degree program, graduate certificate program, or doctoral minors. These guidelines are intended to be helpful in the planning and implementation of new programs.

INITIAL PLANNING

STEP 1. Idea Generation

Idea generation for a new program can come from many sources. They may come from competing institutions, market needs, societal or community needs or individual/administrator or donor ideas.

STEP 2: Program Concept Pre-Proposal – screening questions

While there could be new program development in several areas, resources are limited at most institutions. A screening process is an important step before moving forward with development of a full program proposal. The following questions are meant to provide initial screening of the viability of new programs.

- 1) Is the proposed program consistent with the mission of Creighton University?
- 2) Can this program be delivered with sufficient academic quality at Creighton?
- 3) Will the program meet direct costs and/or be profitable?
- 4) Is the program consistent with the strengths of the department(s) and/or School?
- 5) Will the program require a substantive change report and possible visit from the Higher Learning Commission/NCA?
- 6) Is this program sustainable on a long term basis?
- 7) Are there any program delivery formats that would be new or different?
- 8) Is the program similar to any other program on campus?
- 9) Are there characteristics that distinguish this program from other programs offered by competing institutions?

If the answer to these questions is yes then developing a short concept proposal is in order.

STEP 3: New Program Pre-Proposal/Concept Paper

The next step stems from the answers to the screening questions. These should be summarized in a short pre-proposal that also includes a new program concept description (3 to 5 pages). This concept description should be shared with the Dean and Vice President in the area for approval of the “concept.”

Key elements to address:

- 1) Provide a brief justification for why Creighton needs this program and why Creighton should offer the program.
- 2). Provide a brief description of whether and why students will enroll in the program.
- 3) Estimate start-up costs for the program and indicate possible fund sources.
- 4) Facilities -If additional facilities are needed, how they will be acquired.
- 5) Curriculum and delivery: Are there special characteristics of the curriculum (as compared to similar programs.
- 6) Will the program be attractive to under served populations?
- 7) If there are similar programs in your service area, how will the proposed program affect them?
- 8) Do you plan a collaborative arrangement with other departments or another institution or entity?

Once the Pre-Proposal/Concept piece has been approved by the Dean and appropriate Vice President, the department(s)/units will be invited to submit a Formal Proposal

NEW PROGRAM FULL PROPOSAL

FORMAL NEW PROGRAM PROPOSALS

The formal program proposal should contain the following components.

- Program Description/Objectives
- Justification/Rationale for Program/Link to Jesuit institution/educational philosophy
- Market Demand Analysis (target market/needs assessment) and competing programs; how this program is distinctive
- Learning Goals/Student Outcomes for the program
- Curriculum (sample program of study)
 - Differentiate between existing courses and new courses
 - Course descriptions
 - Cross listing of courses
 - Any field or internships required
 - Consistent with national standards
- Business Analysis
 - Enrollment projections
 - Direct costs/faculty resources
 - Facilities/space
 - Library resources
 - 3 year budget projections (worksheets)
- Assessment Plan for Student Learning
- Plan for Program Evaluation
- Student support services
- Affirmative action considerations
- Accreditation impact
- Timeline
- Outside consultation