

COPPIN STATE UNIVERSITY (CSU)

*CURRICULUM STANDARDS AND POLICIES COMMITTEE (CSPC)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*GUIDELINES FOR NEW ACADEMIC PROGRAM PROPOSALS*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The Curriculum Standards and Policies Committee shall evaluate proposals according to the following guidelines:*

1. Consistence of the proposal with the mission of Coppin State University. ( Quote relevant sentences from the mission statement and make a clear argument of how the new program supports the mission of CSU)
2. Academic quality of the proposal.
3. Commitment of the university to fund the proposal counting faculty support.
4. Need for and/or benefit of the proposal.
5. Possibility of duplication with existing programs(s) within CSU and University System of Maryland.
6. Impact upon other Schools and the University as a whole.
7. Quality of the assessment plan in the proposal.

All curriculum program proposals must contain information on the following items in a clear, succinct but comprehensive manner as possible. Use this guideline only to prepare program proposal.

1. Name of Presenter (s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departmental information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Courses with low enrollment in the Department- last three years including current semester:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HEGIS code & # | Course Name | Semester | Academic Yr. | Instructor |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| # students in the Major | Number of students graduated in last year | 6 Yr Graduation Rate | Number of Candidates for Graduation in Current year |
|  | FTS Transfers |  | May Dec |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

2. Name of Proposed Academic Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of students: What is the projected enrollment in this program?

|  |  |  |
| --- | --- | --- |
|  | Internal | External |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |
| Year 4 |  |  |
| Year 5 |  |  |

1. Explain your strategies to market and *grow the program*:
2. Internal marketing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii. External Marketing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Departmental Collaboration:

*Attach a letter of support signed by the collaborating School dean and Department chair which contains the following information:*

1. Relationship of proposed program to existing programs(s),etc?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How will this proposal impact your department/school either directly or indirectly?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Does this program provide any interdisciplinary support or collaboration with other programs? Explain in details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. List of current courses to be used in the new academic program:

|  |  |  |  |
| --- | --- | --- | --- |
| HEGIS | Course # | Course Name | Credit Hours |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. List of new or proposed courses to be used in the new program:

|  |  |  |  |
| --- | --- | --- | --- |
| HEGIS | Course # | Course Name | Credit Hours |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Brief description of requirements for accreditation of this program.\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Complete Plan of Study including GERs:

**Year 1**

|  |  |
| --- | --- |
| **Fall** | **Spring** |
| *HEGIS Code Name of Course*  *& number* | *HEGIS Code Name of Course*  *& number* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Year 2**

|  |  |
| --- | --- |
| **Fall** | **Spring** |
| *HEGIS Code Name of Course*  *& number* | *HEGIS Code Name of Course*  *& number* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Year 3**

|  |  |
| --- | --- |
| **Fall** | **Spring** |
| *HEGIS Code Name of Course*  *& number* | *HEGIS Code Name of Course*  *& number* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Year 4**

|  |  |
| --- | --- |
| **Fall** | **Spring** |
| *HEGIS Code Name of Course*  *& number* | *HEGIS Code Name of Course*  *& number* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

4. **Justification:** Justify the need, which this course proposal attempts to meet. Where possible, include needs which are explainable on the basis of:

* 1. Adherence to the mission, goals and objectives of the university ( (Also quote relevant sentences from the Institution's mission state and make a clear argument of how the new program supports the mission.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. What need exists in your School and Department that this proposal attempts to meet?;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Could this program be housed in another department or school?\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d). How does the proposed program fit into CSU strategic plan?\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e). How does the proposed program address the strategic plan and/ or Vision 2020 of the University System of Maryland?\_\_\_\_ \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_ \_ \_

(f ) Recognized shifts or revisions in the particular discipline or profession; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

(g) Relevant labor market projections and opportunities for employment and/or advanced study; and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What other departments offer programs/courses similar in interest and/or subject matter? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Long term funding prospects from governmental agencies, philanthropic foundations or commercial interests.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. **Resources:**

Budget:

a. Indicate the ability of the department to sustain this program as a regular catalog offering.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Show documented evidence of sustainability of the proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. What are the implications of the program for funding?\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Indicate five years projected budget in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yr 1 | Yr 2 | Yr 3 | Yr. 4 | Yr. 5 |
| Number of FT faculty |  |  |  |  |  |
| Number of Faculty PT |  |  |  |  |  |
| Costs of Faculty |  |  |  |  |  |
| Admin Support |  |  |  |  |  |
| Instructional Aid (software etc) |  |  |  |  |  |
| Library needs |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Others |  |  |  |  |  |

6. Faculty Information:

Status of proposed instructors in the program: explain the qualifications instructor s possess to present the course offering.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Also, attach bio.

1. Who are the proposed Instructors in the program?
   1. Number full time tenured/tenure track\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Full time contractual? Or\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Adjunct?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If any of the proposed Instructors is contractual or adjunct, how would the program be sustained? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c ) Attach evidence of certification for teaching online/hybrid courses by Sloan-C or its equivalent approved by Faculty Information Technology Committee (FITC).

1. **Program Information:**
2. Indicate whether the proposed program is a modification, addition or deletion to or from a program (s) already offered in the same or different department (s) or school (s).- *.*
3. Specify semester and year of implementation (*there must be one semester delay before implementation to allow for administrative processes ) \_\_\_\_\_\_*\_\_\_\_\_
4. Catalog description of the proposed program: Describe the content and goals of the program in one paragraph. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. the number of credit hours required for graduation?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. special requirements (technology, ADA, Lab; library needs, etc)\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Breakdown of offering type and when (lecture, lab, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Enrollment criteria**:** Specify if, any, the minimum requirements a prospective student must meet for enrollment in this program. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. pre- or co-requisites, if any:Prerequisites may include:
3. Previous coursework requirements.
4. Concurrent registration in another course.
5. Previous knowledge or experience.
6. Language proficiency.
7. Licensure.
8. Previous online training.
9. Level of education.
10. Permission of department, instructor.
11. Mode (s) of instruction. Please specify- Face-to-face; On-line; Hybrid; Practicum?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. Planned pattern of offering: fall, spring, summer, alternate years and other. Please explain.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Assessment and Evaluation:**

a. Indicate the Student Learning Outcome (SLO) for the program:\_ \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How do the SLOs for this program meet the SLOs of the university?\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Types and methodology of student evaluation.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Clear and specific learning activities to address in each SLO\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. List of evaluation instruments for this program (exams, term paper, portfolios, presentation, final paper/thesis paper etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What type of evidence will the evaluation tools produce to demonstrate attainment of SLOs?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The key assignments that will be used to assess achievement of the specified learning outcomes and other expectations of student activity/ performance.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attach grading rubric for capstone assignment (GER).
2. What type of evidence will the evaluation tools produce to demonstrate attainment of Standards in program professional society (e.g. CAPE, ACM, etc)\_\_\_\_\_\_
3. **Other Resource Needs**:
4. Specify completely in terms of space, staff, operational costs, Library and Learning Resources Services.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. All full time faculties teach a certain number of courses per year. How would the proposed program impact teaching load of faculty in the department including the proposed instructor(s)? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Procedures: *All Course proposals are to be submitted to the secretary of the CSPC one month before the date of presentation with all supporting documents. The secretary will circulate the proposal via email to all department chairs, deans, and CSPC members and post the proposal in the Blackboard. Any department opposed to the proposal must submit their objections to the secretary within two weeks from the date of circulation*).
2. Appendix:
   1. COMAR-online: [www.dsd.state.md.us/comar/](http://www.dsd.state.md.us/comar/)
   2. MHEC Guidelines for Academic Programs- [www.mhec.state.md.us](http://www.mhec.state.md.us)
   3. MHEC proposal guidelines:
      1. **Body of Proposal:** Normally not to exceed 5 pages. Please be sure to number your pages.
      2. **Mission-** A prime element in receiving program approval from the USM Board of Regents and from MHEC is mission consistency of the proposed new program. Quoting relevant sentences from the Institution's mission state and making a clear argument of how the new program supports the mission facilitates the approval process.

**iii. Characteristics of the Proposed Program-** Because MHEC will also be looking at issues related to unreasonable program duplication that would cause demonstrable harm to another institution and to any violation of the State's equal educational opportunity obligations, it is helpful that this section emphasize the uniqueness of the program and the existence of State need and/or student demand. The remaining information provided in this section typically reflects the following:

\*    Educational objectives of the Program

\*    Description of program as it would appear in the catalog

\*    General requirements for degree

\*    Total number of credits and their distribution

\*    List of courses by title and number

\*    Description of thesis and/or non-thesis option for graduate programs

\*    Expected student learning outcomes

\*    Demonstrable quality of program faculty

\*    Student audience to be served by program and enrollment estimates

\*    Impact on student's technology fluency

\*    Library requirements

\*    Facilities and equipment

**IV. Finance-** Commitment is to requiring no new general funds from the State, but grants, partnerships, and reallocated Institutional funds used to support the program should be explained in narrative form in this section. Confirmation of grants and partnerships via letters or memorandums of understanding helps to support the case for non-tuition revenue sources. Additionally, any special equipment, library, or facilities identified in the expense table might be addressed here as opposed to briefer footnoting in Tables 1 and 2. Institutions have significant leeway in deciding how to complete this section and Tables 1 and 2, but the extent to which *assumptions and decisions affecting resources and expenditures are explicitly delineated* is the extent to which questions and concerns are avoided.

**V. Resources and Expenditures:** Institutions typically can provide the departments developing programs with references to sources both on and off campus to help in completing the resource and expenditure tables. There are campus-specific definitions of full- and part-time students for research and comprehensive institutions, for example, as well as different projections for how many in-state and out-of-state students and full-time and part-time students might be expected to enroll in a particular new program. Consult with the Dean, Institutional Research Director, or Provost as to the best source of data at the Institution.

Explanatory footnotes for assumptions made in projecting student and faculty FTE and for any special resource or expenditure data noted are encouraged to add clarity and understanding to the proposal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TABLE 1: RESOURCES** | | | | | |
| Resources Categories | (Year 1) | (Year 2) | (Year 3) | (Year 4) | (Year 5) |
| 1.Reallocated Funds**1** |  |  |  |  |  |
| 2. Tuition/Fee Revenue**2**  (c+g below) |  |  |  |  |  |
| a. #F.T Students |  |  |  |  |  |
| b. Annual Tuition/Fee  Rate |  |  |  |  |  |
| c. Annual Full Time  Revenue (a x b) |  |  |  |  |  |
| d. # Part Time Students |  |  |  |  |  |
| e. Credit Hour Rate |  |  |  |  |  |
| f. Annual Credit Hours |  |  |  |  |  |
| g. Total Part Time  Revenue (d x e x f) |  |  |  |  |  |
| 3. Grants, Contracts, &  Other External  Sources**3** |  |  |  |  |  |
| 4. Other Sources |  |  |  |  |  |
| TOTAL (Add 1 - 4) |  |  |  |  |  |

*1 Whenever reallocated funds are included among the resources available to new programs, the following information must be provided in a footnote: origin(s) of reallocated funds, impact of the reallocation on the existing academic program(s), and manner in which the reallocation is consistent with the institution's strategic plan.*

*2 This figure should be a realistic percentage of tuition and fees which will be used to support the new program. Factors such as indirect costs linked to new students and the impact of enrolling continuing students in the new program should be considered when determining the percentage.*

*3 Whenever external funds are included among the resources, the following information must be provided in a footnote: source of the funding and alternative methods of funding the program after the cessation of external funding.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TABLE 2: EXPENDITURES** | | | | | |
| Expenditure Categories | (Year 1) | (Year 2) | (Year 3) | (Year 4) | (Year 5) |
| 1. Total Faculty Expenses  (b + c below) |  |  |  |  |  |
| a. # FTE |  |  |  |  |  |
| b. Total Salary |  |  |  |  |  |
| c. Total Benefits |  |  |  |  |  |
| 2. Total Administrative  Staff Expenses (b + c below) |  |  |  |  |  |
| a. # FTE |  |  |  |  |  |
| b. Total Salary |  |  |  |  |  |
| c. Total Benefits |  |  |  |  |  |
| 3. Total Support Staff Expenses (b + c below) |  |  |  |  |  |
| a. # FTE |  |  |  |  |  |
| b. Total Salary |  |  |  |  |  |
| c. Total Benefits |  |  |  |  |  |
| 4. Equipment |  |  |  |  |  |
| 5. Library |  |  |  |  |  |
| 6. New or Renovated Space |  |  |  |  |  |
| 7. Other Expenses |  |  |  |  |  |
| TOTAL (Add 1 - 7) |  |  |  |  |  |

MHEC fee schedule.

|  |  |  |
| --- | --- | --- |
| Effective July 1, 2011, the following fee schedule applies: Category | Actions Covered | Fee |
| Exempt and  No Fee | Articulation Agreements;  Code Change;  Military Exemptions;  Request for Proposal From Community College | $0 |
| Nominal Fee | Change Program Title;  Discontinue Program;  Non-substantial Program Change;  Reactivate Program;  Religious School Exemption;  Substantial Change of Area of Concentration;  Substantial Change of a Certificate Program;  Suspend Program | $50 |
| Modest Fee | Change of Institutional Designation;  Closed Site Approval;  New Areas of Concentration;  New Certificate Program Within an Existing Program;  Off-Campus Program;  Statewide and Health Manpower Designations;  Substantial Change to Degree Program | $250 |
| Substantive Fee | BTPS Program;  Cooperative Degree Program;  New Academic Program;  New Academic Program At Approved Out-of-State Institution Within a Nonrenewal Year; New Stand Alone Certificate Program | $850 |
| New Degree Level Fee | New Degree Level Approval | $5,000 plus $1,000 per program over the first two requested |
| Out-of-State and New In-State Authorization | Initial Out-of-State Application;  New In-State Institutional Stage One Application;  New In-State Institutional Stage Two Application;  Out-of-State Distance Education with Physical Presence;  Out-of-State Location Change/Addition;  Out-of-State Single Year Renewal Application | $7,500 plus $850 per program over the first two requested |

File: CSPC \_A. SAHU

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