

Approved by the Faculty Assembly on 19 March 2014

**Procedures for Submitting New Program Proposals
[FINAL]**

**AUBG Curriculum Committee
February 2014**

Overview

Rationale: The following policies and procedures have been developed to assist faculty in proposing new and innovative curricular programs at AUBG, in harmony with the mission of the university and the desire for innovation voiced by the Board of Trustees and the President.

By clearly defining the required elements of program proposals, and by classifying proposals based on the potential financial, hiring, and curricular risks posed, the Curriculum Committee hopes to ensure that proposals move through the process of review and acceptance as efficiently as possible by tailoring the process to the specific needs of each proposed program.

Note: These procedures and documents are required only for the proposal of *new majors and minors* at AUBG. They are not required for the submission of new courses or concentrations.

Overview: This packet contains step-by-step instructions on the submission of new program proposals, including:

1. Required Proposal Components
2. Risk Assessment Overview
3. Risk Assessment Forms
4. Submission Procedures
5. Sample Student Interest Survey

Required Proposal Components

I. Background

- A. How the proposed program adheres to and enhances the principles of Liberal Arts education. This may include:
1. Survey of program availability at other NEASC institutions
 - list of NEASC Institutions can be obtained from Curriculum Committee and are included in the Proposal Template, which can also be obtained from the Curriculum Committee
 2. Survey of program availability at top Liberal Arts Colleges in the United States
 - list of the top 50 Liberal Arts Colleges can be obtained from Curriculum Committee and are included in the Proposal Template, which can also be obtained from the Curriculum Committee
 3. Survey of program availability at other American Universities abroad
 - list of overseas American institutions can be obtained from Curriculum Committee and are included in the Proposal Template, which can also be obtained from the Curriculum Committee
- B. Demonstration of student interest
1. Survey of student interest (required)
 - This survey is to be conducted by the Curriculum Committee in Week 12 of each semester. Please submit the name of your proposed program to the Curriculum Committee by Week 11 of the semester to be included. Results will be emailed to you by the Curriculum Committee for inclusion in the proposal.
 2. Anecdotal evidence (optional)

II. Rationale

- A. Benefits to the institution
- B. Career, Professional, and/or Educational Opportunities for students enrolling in proposed program
- C. Timing and Resources
- D. General Education Curriculum Implications
- E. Staffing
 - 1. Demonstration of minimum staffing requirements for proposed program, assuming enrollment figures remaining at the lowest point they have been in the last four years (i.e., “worst case scenario”) and that existing course offering patterns have sufficient excess space for enrollment to accommodate students in the new major/minor
 - 2. Demonstration of way in which course offerings will be scheduled to ensure that all required courses for fulfilling the major/minor will be covered every two years

III. Curriculum

- A. Program Description
- B. Learning Outcomes
- C. Structure (distribution of required and elective courses as seen in Undergraduate Catalogue)
- D. Plan of Study (suggested plan for undergraduates completing this program with standard four-year matriculation)
- E. Course Descriptions

IV. Risk Assessment [see attached forms]

Risk Assessment

Purpose: Each program proposal must include a Risk Assessment form. This form quantifies the financial, staffing, and curricular implications posed by the implementation of each proposal. Based on the amount and type of risk posed, the proposal will follow a unique procedure designed to best account for any risks while moving as swiftly and efficiently as possible through the required steps for approval.

Requirements: Proposed programs must meet every criteria point in order to be designated a “Low Risk” proposal; if the proposal does not meet one or more of the criteria, it will be automatically assigned “Moderate Risk” status. Likewise, if a proposal cannot meet every requirement for a “Moderate Risk” designation, it will be automatically assigned “High Risk” status.

Directions: Please examine the three attached Risk Assessment forms and select the one that is appropriate to your program proposal. Please detail the ways in which your proposed program satisfies each numbered requirement. Append the completed document to your proposal for submission to the Curriculum Committee.

**Declaration of [PROGRAM TITLE]
as a
Low Risk Proposal**

1. No additional faculty will need to be hired to support the implementation of this program, and no significant redistribution of university resources is required.
2. Individually required courses (i.e., courses with specific designations and content, as opposed to open “topics” courses) are already offered on regular rotation.
3. The total number and distribution of courses (i.e., breadth of content and course levels that satisfy other program and General Education needs) offered by the department(s) will remain unchanged.
4. The program course requirements can be met even if campus-wide student enrollment drops to the lowest number seen in the past four years.
5. Changes to current course descriptions and numbering are cosmetic (i.e., renaming or regrouping, not substantially altering course content).
6. It can reasonably be assumed that, in the absence of students declaring for the major/minor, the program can remain in the catalogue indefinitely without required courses being removed due to the “three year expiration” rule and without significant financial or staffing implications.
7. There is no reasonable expectation that, in the event of a faculty member leaving or going on sabbatical, the required courses may only be offered by a single member of the faculty or may not be offered at all.

Declaration of [PROGRAM TITLE]
as a
Moderate Risk Proposal

1. No additional faculty will need to be hired to support the implementation of this program, and no significant redistribution of university resources is required.
2. The program will require that no more than 1-2 new required courses (i.e., courses with specific designations and content, as opposed to open “topics” courses) be added to the regular course rotation, and these courses can be absorbed into the General Education curriculum.
 - If not applicable, please demonstrate that individually required courses are already offered on regular rotation.
3. The total number and distribution of courses (i.e., breadth of content and course levels that satisfy other program and General Education needs) offered by the department(s) will remain unchanged.
4. The program course requirements can be met even if campus-wide student enrollment drops to the lowest number seen in the past four years.
5. Changes to current course descriptions and numbering are cosmetic (i.e., renaming or regrouping, not substantially altering course content).
6. It can reasonably be assumed that, in the absence of students declaring for the major/minor, the program can remain in the catalogue indefinitely without required courses being removed due to the “three year expiration” rule and without significant financial or staffing implications.
7. There is the possibility that, in the event of a faculty member leaving or going on sabbatical, the required courses may only be offered by a single member of the faculty or may not be offered at all.
 - If not applicable, please demonstrate that there is no reasonable expectation that, in the event of a faculty member leaving or going on sabbatical, the required courses may only be offered by a single member of the faculty or may not be offered at all.

**Declaration of [PROGRAM TITLE]
as a
High Risk Proposal**

1. Implementation of this program will require the hiring of additional faculty and/or significant redistribution of university resources.
 - If not applicable, please demonstrate that no additional faculty will need to be hired to support the implementation of this program and no significant redistribution of university resources is required.

2. Implementation of this program will require the creation of three or more new required courses. Please address whether any of these new courses can be absorbed into the General Education curriculum to boost enrollment.
 - If not application, please demonstrate that the program will require that no more than 1-2 new required courses be added to the regular course rotation and that these courses can be absorbed into the General Education curriculum.

3. The total number and/or distribution of courses being currently offered will be significantly increased by the implementation of this program.
 - If not applicable, please demonstrate that the total number and distribution of courses (i.e., breadth of content and course levels that satisfy other program and General Education needs) offered by the department(s) will remain unchanged.

4. The ability of faculty to meet program course requirements cannot be predicted in terms of enrollment.
 - If not applicable, please demonstrate one of the following:
 - There is the possibility that, in the event of a faculty member leaving or going on sabbatical, the required courses may only be offered by a single member of the faculty or may not be offered at all.
 - There is no reasonable expectation that, in the event of a faculty member leaving or going on sabbatical, the required courses may only be offered by a single member of the faculty or may not be offered at all.

Submission Procedures

Based on the Risk Assessment, each program proposal will go through one of the following sets of procedures:

I. Low Risk Programs

1. Proposals are submitted directly to the Curriculum Committee.
2. The Curriculum Committee will include the proposed program in a student interest survey to be conducted in Week 12 of each Fall and Spring semester [see attached example].
 - This survey will be completed before the proposal moves to the Faculty Assembly but does not need to be incorporated into the proposal document for the Curriculum Committee.
 - Only minimum student interest must be demonstrated, defined here as a reasonable number of students indicating moderate to strong interest in enrolling in the proposed program or a reasonable proportion of respondents stating that the creation of the new program will make AUBG more attractive.
3. The Curriculum Committee will work with the proposing department to address any issues with the proposal. If such issues are resolved,
4. The Curriculum Committee will send the proposal to the Steering Committee for inclusion on the agenda of the next Faculty Assembly Meeting.
5. If approved by the Faculty Assembly, the proposal will be sent in sequence to the Provost, the President, and the Board.

II. Moderate Risk Programs

1. Proposals are submitted directly to the Curriculum Committee.
2. The Curriculum Committee will include the proposed program in a student interest survey to be conducted in Week 12 of each Fall and Spring semester [see attached example].
 - This survey must be completed and incorporated into the proposal before submission to the Faculty Assembly.
 - This survey must demonstrate moderate student interest, defined here as enough current students indicating moderate to strong interest in declaring the proposed major/minor such that the Curriculum Committee and Dean of Faculty can reasonably project that student enrollment in the program will offset the long-term costs.
3. The proposing department must hold an Open Forum in which the proposed program is to be presented to and discussed with students, faculty, and alumni who wish to participate.

4. The Curriculum Committee will work with the proposing department and the Dean of Faculty to address any curricular or financial issues with the proposal. If such issues are resolved,
5. The Curriculum Committee will send the proposal to the Steering Committee for inclusion on the agenda of the next Faculty Assembly Meeting.
6. If approved by the Faculty Assembly, the proposal will be sent in sequence to the Provost, the President, and the Board.

III. High Risk Programs

1. The proposal must be developed in conjunction with input from the Dean of Faculty so that potential financial, hiring, and General Education impacts can be considered and accounted for early in the process.
2. The Curriculum Committee will include the proposed program in a student interest survey to be conducted in Week 12 of each Fall and Spring semester [see attached example].
 - This survey must be completed and incorporated into the proposal before submission to the Faculty Assembly.
 - This survey must demonstrate a high level of student interest and support, defined here as enough current students indicating moderate to strong interest in declaring the proposed major/minor such that the Curriculum Committee and Dean of Faculty can reasonably project that student enrollment in the program will offset the long-term costs and financial risks.
 - The results of this survey must be incorporated into the proposal before it is submitted to the Curriculum Committee.
3. The proposing department must hold an Open Forum in which the proposed program is to be presented to and discussed with students, faculty, and alumni who wish to participate.
4. The proposal, once completed, will be submitted to the Curriculum Committee.
5. The Curriculum Committee will work with the proposing department and the Dean of Faculty to address any remaining curricular issues with the proposal. If such issues are resolved,
6. The Curriculum Committee will send the proposal to the Steering Committee for inclusion on the agenda of the next Faculty Assembly Meeting.
7. If approved by the Faculty Assembly, the proposal will be sent in sequence to the Provost, the President, and the Board.

Sample: Basic Student Interest Survey

What is your current standing at AUBG?

- First-year
- Second-year
- Third-year
- Fourth-year
- Fifth-year

What is your current major? Check all that apply.

- American Studies
- Business Administration
- Computer Science
- Economics
- European Studies
- History and Civilizations
- Information Systems
- Journalism and Mass Communication
- Mathematics
- Political Science and International Relations
- Undeclared

What is your current minor? Check all that apply.

- American Studies
- Business Administration
- Computer Science
- Economics
- European Studies
- Fine Arts
- History
- Information Systems
- Journalism and Mass Communication
- Literature
- Mathematics
- Philosophy and Religion
- Political Science and International Relations
- Southeast European Studies
- Undeclared

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For Proposal of New Major

How likely are you to declare a _____ major, if it is offered at AUBG?

- Definitely will declare
- Possibly will declare
- Definitely will not declare
- Undecided

If you declared a _____ major, would you:

- Change your current declared major to _____.
- Declare _____ as your second major.
- Declare _____ as your major (currently undeclared).
- I will definitely not declare a _____ major.

Even if you do not wish to declare a _____ major, would a _____ major option at AUBG make the institution more attractive to you as a student?

- Much more attractive
 - Somewhat more attractive
 - Somewhat less attractive
 - Much less attractive
 - No change
-

For Proposal of New Minor

How likely are you to declare a _____ minor, if it is offered at AUBG?

- Definitely will declare
- Possibly will declare
- Definitely will not declare
- Undecided

If you declared a _____ minor, would you:

- Change your current declared minor to _____.
- Declare _____ as your second minor.
- Declare _____ as your minor (currently undeclared).
- Drop your second major in favor of declaring a _____ minor.
- I will definitely not declare a _____ minor.

Even if you do not wish to declare a _____ minor, would a _____ minor option at AUBG make the institution more attractive to you as a student?

- Much more attractive
- Somewhat more attractive
- Somewhat less attractive
- Much less attractive
- No change