

## Inquiry Phase

### Content and Purpose

- How does this program complement the current offerings in the department and college? How does it fit with the mission and goals of the college?
- What are the learning outcomes in terms of knowledge, competencies, and dispositions?
- Identify all relevant professional accreditations or other standard that would be required.

### Demand

- What is the demand for this program? Who would enroll? What do labor statistics, discipline/professional data, and Enrollment Management data tell us about the need for the program?
- What other programs exist in SUNY and the region? What are their enrollments?
- What faculty expertise is required? Do we currently have that expertise?
- What existing resources would be utilized? What additional resources would be required?

### Implications

- Will this replace an existing program? How will this affect currently enrolled students and students planning to transfer?
- What is the related SUNY Transfer Path? What community colleges have related programs that could lead to this new program?

### Campus Collaboration and Communication

- Consult with Enrollment Management, Advisement and Transition, Registrar's and Career Services during the inquiry phase.
- Identify courses/content needed from other departments on campus and consult as needed.
- Consider possible ways this program may affect other departments, or programs within your department and meet with those colleagues. For example, will it take enrollment from another program?

## Proposal Phase

### Preparing Materials for the Proposal

- Review the entire process (see reverse) and consult with Associate Provost for Academic Affairs Office for assistance as needed.
- Review the campus forms in Curriculog and the SUNY forms as relevant.
- Identify any new courses or course alterations that will accompany proposal. New Course form and/or Alteration of an Existing Course form will be required for each course added/altered and should be submitted at the same time as the program proposal.
- A four-year program schedule showing a sample student plan semester by semester is required.
- Provide support documentation from departments affected by the proposal.

## **Entering the Proposal Into Curriculog**

- Review the entire form before starting
- Turn on information help
- Review Curriculog Help online

## **Monitoring the Proposal**

- Curriculog allows you to see where your proposal is in process
- Committee Chairs or others may contact you for clarification or information, so watch your email
- Feel free to ask questions along the way

# **Implementation Phase**

## **Approval and Timeline**

- It may take 1-2 years to complete all approvals and begin a program.
- Active dates for a program are outlined in the Curriculum Change Guide.
- Accreditation processes may affect timeline.

## **Elements for Implementation**

When a program is approved, the following offices are notified to ensure implementation:

- Registrar's Office must build all courses and the program in Banner
- Admissions must activate program at SUNY level
- Institutional Research and Analysis must verify HEGIS, SUNY and other codes
- Advisement and Transition must look at articulation tables for transfer courses
- Associate Provost for Academic Affairs office build in the College Catalog
- Marketing builds/edits department web page as needed
- Extended Learning notifies Open SUNY as relevant

## **Marketing and Enrolling**

- Until we have received approval from NYSED, we cannot market or advise students on a new program
- If another program will end, the department must work with students to identify a plan for completion and determine an appropriate deactivation date for the outgoing program.

# New Program Proposal Process

