

Pre-approval Process for New Courses or Programs

- Schedule a meeting with the Provost & Vice President for Academic Affairs to discuss the proposal.
- Prior to this meeting, prepare responses to the questions below that frame the dialogue with the VPAA.
- As a basis for this discussion, it may also be beneficial to prepare a rough draft of the New Course/Program Approval Form (also available via the Academic Affairs website under “Online and Printable Forms”) in advance.

Preliminary Study & Data

1. What is the purpose for the new course/program offering?
2. What internal/external data sources have you used to provide support for this new course/program offering?
3. In what ways do these data demonstrate the need for this course or program?

Potential Impact of New Course

1. Who among the current FT faculty has the expertise to teach this course?
2. Will current faculty require additional professional development to effectively teach this course?
3. What impact, if any, does offering this course have on faculty loads within the department?
4. Will adjunct faculty be needed to teach this course or to teach courses formerly taught by current FT faculty?
5. What is the enrollment projection?
6. How frequently will this course be offered? How does it fit in the departmental rotation?
7. Are there any special space/room requirements for this course?
8. What impact does enrollment in this course have on other courses offered by the department? What impact does it have on other departments? What impact does it have on other programs?
9. What additional equipment will be required for teaching this course?
10. Are there any additional resources (library, labs. . .) needed for this course?

Potential Impact of New Program

Provide information gained from internal/external market analysis that includes: planning, environmental screening, enrollment projections, and data relative to implementation of the total program and each course within the program. (See questions relative to new course above.)

Preliminary Approval:

1. Meet with VPAA prior to market study for approval to initiate formal market analysis where appropriate.
2. After market analysis is completed, meet and share results of study and the information outlined above.
3. Transfer the date of VPAA approval onto the New Course/Program Approval Form. You will find a box for this information on the last page of the form at Step 4 under “Major Courses” and Step 5 under General Education Courses.
4. After securing preliminary approval of VPAA, proceed with standard procedures for approval of EPC.