APPENDIX B
GUIDELINES FOR PROPOSALS FOR NEW ACADEMIC PROGRAMS

The proposal addresses each of the questions below. Parenthetical materials suggest the kinds of information that may be relevant in answering each question.

1. What are the objectives of the Program? (Objectives should be stated in terms of meeting student, community or State needs, and should devote considerable attention to student learning objectives.)

2. Are the program objectives appropriate functions of the college and University? (Relationship to University and campus mission and development plans, evidence of continuing need for the program, projections of career opportunities for graduates, etc. In the case of graduate programs attention must be directed to Board criteria, Section 5-2a(2) requiring relevance of the program:
   (a) To the professional, economic, social, occupational and general educational needs of Hawai‘i.
   (b) To national and international needs where Hawai‘i and the University have unique or outstanding resources to respond with quality.
   (c) To basic education needs for which there is a demand by Hawai‘i’s population.
   (d) As a necessary supporting discipline for quality programs.)

3. How is the program organized to meet its objectives? (Description of curriculum organization, requirements, admission policies, advising and counseling, and other aspects of the program, with reference to its objectives.)

4. Who will enroll in the program? (Special target groups, if any; number of majors expected by year; expected service to non-majors; evidence of student interest.)

5. What resources are required for program implementation and first cycle operation? (Number, source, and cost of faculty; library requirements; support personnel; estimated cost of supplies, equipment and CIP; facilities to be utilized; total funds required for program implementation and operation; expected sources of funds, including sources of reallocated funds.)

6. How efficient will the program be? (Compare anticipated cost per SSH, cost per major, SSH/faculty, average class size or other quantitative measures with other programs in the college and similar programs on other UH campuses.)

7. How will effectiveness of the program be demonstrated? (Describe the plan for assessing the quality of student learning. In addition, information should be gathered on projected number of graduates yearly; placement of graduates; special accreditation; student satisfaction; career and employer satisfaction, etc.)