

APPENDIX B

GUIDELINES FOR PROPOSALS FOR NEW ACADEMIC PROGRAMS

The **action memo** from the Chancellor should make the campus case to the System/Board for approving this program as provisional by commenting on the following:

- Summarize the program and its role
- Why is this a priority for the campus/college
- Why should this program be established here?
- What need does it fill?
- How does it fit the campus mission as outlined in the IAFP?
- Summarize succinctly enrollment projections/achievements and planned/realized resource requirements and sources

The **program proposal** should include the following:

1. Executive Summary of the program.
2. Why is the program a priority for the unit; what needs/goals does it meet?
3. What are the expected enrollments in the program? From what sources?
4. What operating and instructional resources will the program need and where will they come from? What are the program's facilities needs?
5. What impact will developing this program have on resource (re)allocation in the unit?
6. Has there been consultation at the program level between campuses and within the originating campus? Please provide documentation about who was consulted, in what capacity, and when did it happen? What is the summary of the results of this consultation?
7. What risks are associated with the program?
8. Program details (curriculum, staffing, assessment, accreditation, etc.)
9. New Program Resource Template (spreadsheet).

Expected length is approximately 15 pages of text (not including appendix or figures).