



POLICY AND PROCEDURE

TITLE:	Academic Program Development and Evaluation
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POLICY STATEMENT:

Faculty, staff and administration collaborate on the of design and improvement of academic programs to ensue that they meet students' needs. Proposals for a new academic program address issues of need, resources, academic quality, sustainability, and consistency with institutional mission and future directions. Program proposals are completed with assistance from the Office of Institutional Effectiveness and reviewed by the President's Program Development and Evaluation Committee. In addition to approval through the University's governance process, all academic programs are licensed and accredited by the State of Connecticut Office of Higher Education (CTOHE)* and the New England Commission of Higher Education (NECHE). When applicable, academic programs also seek professional accreditation..

PROCEDURE DETAILS:

Program proposals are reviewed using a four-step process

Step 1: Someone Proposes an Idea

- Ideas are submitted to the Office of Institutional Effectiveness (OIE).
 - OIE begins the process by meeting with the idea originator. OIE researches the idea, writes an initial program proposal (Part A: Preliminary Program Review), and places the program idea on the Program Development and Evaluation Committee meeting agenda.
 - The Program Development and Evaluation committee evaluates the idea and decides whether or not continue data collection and to discuss a more complete proposal (e.g., that includes program implementation data and financials). This final review will serve as the program's official creation date (i.e., Date of Action required by CT OHE).

Step 2: New Program Advisory Committee Members Review the Program Proposal

- The Program Development and Evaluation Committee, including the Dean, reviews the complete proposal during several meetings.
 - The Committee reaches a decision by considering whether or not the new program:
 - Advances or is consistent with the University's mission and core values,
 - Supports the University's strategic plan,
 - Represents a growth area or economic opportunity,
 - Effectively integrates other curricular areas and is conducive to interdisciplinary approaches to program and curriculum development,
 - Is cost effective and sustainable,
 - Reflects and builds upon the diversity of our faculty, and
 - Services students' needs for increasingly diverse and relevant programmatic options.

- After discussing the complete proposal, the committee makes a formal recommendation to proceed, to table the program for further discussion at a later date, or decides that the program is not an option at this time.

Step 3: University Governance Process

The following list outlines the typical approval and communication process.

1. When the New Program Development and Evaluation Committee approves a program proposal, the President signs the Proposal Summary.
 - The President or Provost and Dean of Faculty discusses the proposed program with the Cabinet and the Academic Subcommittee of the Board of Trustees. They also present a resolution to the full Board of trustees for approval. The President's Office and OIE saves the completed program proposal and other related documents as evidence for licensure and accreditation evidence.
2. The Research Analyst staffing the committee distributes the summary electronically to all committee members with the minutes. Members of the President's Cabinet distribute and discuss the Program's Executive Summary with their respective constituencies.
 - For example, the Provost and Dean of Faculty Updates Faculty Senate, the Dean ensures that the information is entered onto the Academic Affairs Committee Consent Agenda along with the curriculum and catalog pages, which ensures inclusion in the catalog.
 - The Vice President of Finance informs Financial Aid.
3. OIE Executive Assistant sends the Program Summary and other descriptive information to relevant departments including: institutional research, admissions, financial aid, the library, registrar, international programs, etc. Program implementation begins; however,
 - Admissions waits for approval from the Director of Financial Aid (e.g., ECAR approval) before enrolling students directly into the program.

Step 4: Program Development and Implementation

- A. OIE continues to work collaboratively with the Dean to develop the program. They complete the State of Connecticut's licensure and accreditation process and the regional and/or professional accreditation process as applicable.
 - As new programs are licensed and accredited, OIE will email a Program Announcement to the Provost and Dean of Faculty, Registrar, Business Analyst, Institutional Advancement and Directors of Assessment, Online Studies, Communications, International Programs and Financial Aid. The Provost and Dean of Faculty is also copied, who in turn, circulates the announcement among the Deans, Program Directors, and Advisors. *

Note: Beginning July 1st, 2016, State approval of new programs or program modifications will be temporarily suspended for a two-year period. During that time period, the following adjustments to the procedure will be made:

- *After the official creation date, OIE will notify the State of Connecticut, Office of Higher Education using the form provided by the Office. Specifically, it provides the following information so that they can maintain a public, web-based inventory of programs. This website is used by Goodwin University's Office of Financial Aid to complete the ECAR application. The program action form includes:*
 - *A brief description of any new programs*
 - *Notice of a program modification such as a title change or change in the delivery of instruction (on-ground, online or hybrid)*
 - *Notice of a program phase-out (2-year period)*
 - *Notice of final program termination (no students enrolled)*
 - *A copy of the University's program approval process*
 - *Once a year, the University provides its financial responsibility composite score as determined by USDOE.*
- *OIE will continue to send a letter informing NECHE of any new programs as a courtesy.*

- B. OIE will collaborate with the Dean on the hiring and supervision of a program development consultant, if applicable. OIE manages the program development process, but continues to work closely with all Schools that will be affected by the new program.
- C. OIE works to ensure that individual business units have internal Standard Operating Procedures (SOPS) including but not limited to OIE (e.g., recordkeeping and correspondence), Registrar (e.g., program creation in SIS), Financial Aid (e.g., ECAR application), etc.
- D. OIE keeps the Provost and Dean of Faculty informed throughout the program development process. Once established, the implementation and ongoing management of the academic program becomes the responsibility of the Dean. At least once a year, the program presents an update to the Program Development and Evaluation Committee. This process, in addition to academic program-level assessment and the specialized programmatic accreditation review process, provides additional opportunity for productive dialogue among administration, faculty and staff (e.g., review of the program dashboard, student learning outcomes, program strengths and concerns).

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- UNIVERSITY CATALOG
- FACULTY HANDBOOK
- STAFF HANDBOOK
- STUDENT HANDBOOK

DEFINITIONS:

New Academic Program Proposals include a Summary, Environmental Scan, and Implementation Data.

Program Development and Evaluation Committee is a weekly meeting convened by the Provost and Dean of Faculty, staffed by a Research Analyst, and attended by the President, Provost Emerita, Provost and Dean of Faculty, Senior Vice President for Economic and Strategic Development, Senior Director of Grants and Planned Giving, Vice President for Enrollment, Marketing and Communications, Vice President of Finance, Assistant Vice President for Strategy and Business Development and Dean of Business Technology and Advanced Manufacturing, Dean of Nursing and Health Professions, Dean of Applied Liberal Arts and Social Science, Assistant Vice President of Institutional Effectiveness, and Director of Institutional Research and Assessment. The Program Directors are included during discussions related to their areas.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Provost and Dean of Faculty and Institutional Effectiveness

HISTORY: Drafted in 2014 and approved in 2015 by the: New Program Development Advisory Committee, Academic Affairs Committee. Reviewed 2016. Revised by OIE/Program Development and Evaluation Committee in 2017. Reviewed in 2018. OIE Reviewed 12.06.19. Updated with new logo and university January 2020

EFFECTIVE DATE:	Fall 2015
RESPONSIBLE OFFICE (ONLY ONE):	Office for Institutional Effectiveness
REVIEW DATE:	Annually