



GOODWIN COLLEGE PROCEDURE

TITLE:	New Academic Program Development
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INTRODUCTION STATEMENT:

This document provides an overview of Goodwin College's process for developing, evaluating and implementing new academic programs.

AREAS OF RESPONSIBILITY:

New academic program development is a collaborative process. Leadership is provided by the President and Provost. Guidance is also provided by the Vice Presidents of Academic Affairs, Economic and Strategic Development, Advancement, and Enrollment, Marketing and Communication. The College's Department Chairs and Program Directors also provide critical input. Process facilitation and administrative support is provided by the Office of Institutional Effectiveness.

PROCEDURE DETAILS:

See Appendix A: Table 1: How an Idea becomes an Approved Degree Program

Step 1: Someone Proposes an Idea

- A. Ideas are submitted to the Office of Institutional Effectiveness for consideration by the New Program Development Advisory Committee
 - o OIE begins the process by meeting with the idea originator. OIE researches the idea, writes a program proposal: **Part A: Preliminary Program Review**, and places the idea on the meeting agenda.

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

- A. The President's New Program Development Advisory Committee reviews the initial proposal.
- B. If the committee views the idea favorably, the committee asks OIE to complete additional research (**Part B: Environmental Scan**). The program proposal is discussed again at a future meeting.
 - o The Committee reaches a decision by considering whether or not the new program:
 - Advances or is consistent with the College's mission and core values,
 - Supports the College'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,
 - Reflects and builds upon the diversity of our faculty, and
 - Services students' needs for increasingly diverse and relevant programmatic options.
 - o After discussing the proposal, the committee makes a formal recommendation to proceed, or requests more research (**Proposal Part C: Feasibility Study**) to be reviewed during a third and final discussion.

Step 3: College Governance Process

- A. When the committee approves a program proposal, the President signs the Proposal Summary. OIE distributes the summary electronically to all committee members.
 - o OIE saves the completed program proposal and other related documents as evidence for licensure and accreditation process.

- B. Members of the President's New Program Advisory Committee discuss the Executive Summary with their respective constituencies and report back to the President and Provost during a cabinet meeting.
 - o For example, the President or Provost presents the information to the Board of Trustees and Cabinet, the Vice President of Academic Affairs updates the Board of Trustees Academic Affairs subcommittee, etc.

Step 4: Program Development and Implementation

- A. OIE continues to work with the Department Chair to develop the program. Working together, they complete the State licensure and accreditation process and, when applicable, the professional accreditation process. Academic Affairs approves the curriculum and then it is included in the catalog.
 - As new programs are licensed and accredited, OIE will email a Program Announcement to the Provost, Registrar, Business Analyst, Institutional Advancement and Directors of Assessment, Online Studies, Communications, and Financial Aid. The Vice President for Academic Affairs is also copied, who in turn, circulates the announcement among the Deans, Chairs, Program Directors, and Advisors.
- B. OIE takes the lead, but collaborates with the Department Chair on the hiring and supervision of a program development consultant. OIE manages the program development process, but continues to work closely with all departments that will be affected by the new program. For example, OIE coordinates the Program Director search process, but the VP of Academic Affairs and the Department Chair hire the Program Director.
- C. OIE keeps the Provost and Vice President of Academic Affairs informed throughout the program development process. Once established, the implementation and ongoing management of the academic program becomes the responsibility of the Department Chair.

DEFINITIONS:

New Program Degree Proposals include an Executive Summary, Part A Preliminary Program Review, Part B Environmental Scan and Part C Feasibility Study.

New Program Development Advisory Committee is a weekly meeting convened by the President, staffed by the Office of Institutional Effectiveness and attended by the Provost and Vice Presidents involved in new degree program development. The Department Chairs and Program Directors are included in discussions related to their areas.

HISTORY:

The policy and procedures were initially drafted fall 2014.
 They were approved by the: New Program Development Advisory Committee 9/23/2015, Academic Affairs Committee 10/09/2015, OIE Reviewed Spring 2016

RESPONSIBLE OFFICE:	Office of Institutional Effectiveness
REVIEW DATE:	April 2016

APPENDIX:

- Appendix A How an Idea Becomes an Approved Program
- Appendix B Program Proposal Blank Form/Template