

Clark Atlanta University Academic Council Academic Program Proposal Guidelines

I. Introduction

The purpose of these guidelines is to assist sponsors in the process of proposing new and revised academic programs. Sponsoring organizations should include all required information on the accompanying forms.

II. Proposal Review and Approval Routing Protocol

Submit proposals (in turn) for review, recommendation and/or approval according to the following protocol.

1. Faculty and/or Department Chair
2. School Curriculum Committee
3. School Dean
4. University Curriculum Committee
5. Academic Council (Chaired by Provost/VP for Academic Affairs)
6. University Senate (Chaired by University President)

The Provost and Vice President for Academic Affairs will recommend new programs and program modifications to the University President. In consultation with the University Senate, the University President approves new programs and program modifications for implementation. The Provost and Vice President for Academic Affairs presents the approved programs to the Academic Affairs Subcommittee of the Board of Trustees for information purposes or for appropriate action including full board approval.

III. Proposal Design Requirements

1. All proposals for new programs and program revisions must be cost/beneficial to the University.
2. All proposals must align with the Clark Atlanta University Strategic Plan and comply with regional and professional accreditation standards and conform to the required content of Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) **Substantive Change Prospectus Policy**.
3. Program sponsors must submit with all completed proposals an Academic Program Proposal Review and Approval Routing Cover Page, Academic Program Proposal Form and all required information in the following approved format.



Clark Atlanta University Academic Program Proposal Review and Approval Routing Cover Page

Program Title: _____ Level: _____

School: _____ Academic Department: _____

Department Chair: _____ Date of Submission: _____

Proposed Implementation Date: _____ New Program: Yes No

Modality Option: Face to Face Fully Online

Program Revision: _____ Program Elimination: _____

- Course Number Course Description
 Course Sequence Other _____

STEP 1	Approval		Signature	Date
	Yes	No		
Department Chair or Designee				
School Curriculum Committee, Chair				
School Dean				
Chief Financial Officer (New Programs Only)				
School Dean's Comments:				

STEP 2	Approval		Signature	Date
	Yes	No		
University Curriculum Committee, Chair				
Curriculum Comm. Chair's Comments:				

STEP 3	Approval		Signature	Date
	Yes	No		
Academic Council, Chair (Provost/VPAA)				
Provost's Comments:				

STEP 4	Approval		Signature	Date
	Yes	No		
University Senate, Chair (University President)				
President's Comments:				

STEP 5	Approval		Signature	Date
	Yes	No		
Institutional Accreditation Liaison (OPAR VP)				
Chief Financial Officer				
Comments:				

Evidence documentation required with each step: (1) Completed Academic Program Proposal Review and Approval Routing Cover Page; (2) Completed Academic Program Proposal Review Form with all required attachments; (3) Detailed minutes of the review/approval of the proposal including attendees, actions taken and voting records.

Clark Atlanta University Academic Council Academic Program Proposal Format

1. **ABSTRACT** (limit to one page or less)

Describe the proposed change; list the initial date of implementation; projected number of students, if applicable; description of primary target audience; projected life of the program (single cohort or ongoing); instructional delivery methods and, if the change involves the initiation of an off-campus site, its complete physical address.

2. **BACKGROUND INFORMATION**

Provide a clear statement of the nature and purpose of the change in the context of the University's mission and goals; evidence of the legal authority for the change (if authorization is required by the governing board or the state); and whether the proposed degree program or similar program is offered on the main campus or at other **approved** off-campus sites. List certificate, diploma, or degree programs which are related to the proposed program(s).

If this is partially or fully online program, please refer to the Clark Atlanta University Distance Education Handbook, page. 6 – [2021 – 2022 Distance Education Handbook](#)

3. **ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL**

Briefly discuss the rationale for the change, including an assessment of need; evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program. List institutional strengths that facilitate the offering of the proposed programs(s).

4. **DESCRIPTION OF THE CHANGE**

Provide a description of the proposed change, including the specific outcomes and learning objectives of the program and a schedule of proposed course offerings. In the case of a change involving the initiation of a branch campus or an off-campus site, indicate the educational program(s) to be offered.

Describe any differences in admission, curriculum, or graduation requirements for students enrolled at new site(s), or any special arrangements for grading, transcripts, or transfer policies. Demonstrate compliance with **SACSCOC 10.7 (Policies for awarding credit)** of the *Principles of Accreditation*. Describe administrative oversight to ensure the quality of the program or services to be offered. A prospectus for approval of distance learning should describe the infrastructure supporting the delivery method (training of faculty, development of courses for distance delivery, technical support for student and faculty).

5. **FACULTY**

Provide a complete roster (using the SACSCOC [Faculty Roster form](#)) of those faculty employed to teach in the program(s) referred to in the prospectus, including a description of those faculty members' academic qualifications and other experiences relevant to the courses to be taught in the program in question, course load in the new program, and course work taught in other programs currently offered. Please consult the SACSCOC ["Faculty Roster Instructions"](#) for guidance in completing the Roster for current faculty who will be supporting the change. Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program; and describe the impact of the new initiative on faculty workload. For distance learning programs, describe processes in place to ensure that students have structured access to faculty. For graduate programs, document scholarship and research capability of faculty; for doctoral programs, document faculty experience in directing student research.

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6. **LIBRARY AND LEARNING RESOURCES**

Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.). For doctoral programs, document **discipline-specific refereed journals and primary source materials**.

7. **STUDENT SUPPORT SERVICES**

Provide a description of student support programs, services, and activities—general as well as specific to the change—in place to support this initiative.

8. **PHYSICAL RESOURCES**

Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.

9. **FINANCIAL SUPPORT**

Provide a business plan that includes all of the following:

- a. A description of financial resources to support the change, **including a budget** for the first year of the proposed change (a three-year budget is requested for a new branch campus). The budget must be specific to the proposed change.
- b. Projected revenues and expenditures and cash flow.
- c. The amount of resources going to institutions or organizations for contractual or support services.
- d. The operational, management, and physical resources available for the change.

Note: Please provide contingency plans in case required resources do not materialize.

10. **EVALUATION AND ASSESSMENT**

Describe how the institution assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of the degree program(s), off-campus site(s), or other changes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at the new site, as well as using the results of evaluation to improve institutional programs, services, and operations. For compressed time frames describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

11. **APPENDICES**

Appendices may include items such as copies of library and other cooperative or contractual agreements. All appendices should be referenced in the text.

*Adopted from SACSCOS Content of the Substantive Change Prospectus, June 2009
Edited: February 2013*

**Clark Atlanta University
Academic Program Proposal Form**

PROGRAM: _____ LEVEL: _____

SCHOOL: _____ DEPARTMENT: _____

CHAIRPERSON: _____ DATE OF SUBMISSION: _____

PROPOSED IMPLEMENTATION DATE: _____

A) New Program/New Major ____ B) Program Revision ____ C) Program Elimination ____

D) Response to Strategic Planning Recommendation ____ E) Other _____(explain)

EXPLANATION: *(State the specific Strategic Planning recommendation to which this proposal is responding.)*

RATIONALE FOR PROPOSAL AND DOCUMENTATION OF NEED:

(Needs assessment studies, market studies, national/local trends, expert recommendations.)

Indicate how proposal supports the institution's mission and purpose of the University.

DESCRIPTION OF PROPOSED PROGRAM REVISION:

(Course and catalogue descriptions, purpose, objectives, career role targeted, listing of required courses and electives for majors, etc.)

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of the proposed program revision. The box occupies most of the page below the introductory text.