

The University Senate of Michigan Technological University

FORMAT FOR ACADEMIC PROGRAM PROPOSALS

[\(Proposal 38-04\)](#)

[\(Proposal 9-15\)](#)

[\(Proposal 23-18\)](#)

CRITERIA FOR FINANCIAL EVALUATION OF PROPOSED ACADEMIC PROGRAMS

[\(Proposal 51-04\)](#)

Senate Procedures 108.1.1

- I. This format is based upon the minimum requirements to satisfy Michigan Tech's internal standards. The order of discussion of these items may be changed to fit their relative importance to individual programs. Simple phrases such as "Not required" "Not applicable," etc. should be used where appropriate. A separate proposal is required for each program.
- II. Additional external requirements are provided for through templates maintained by the Provost office. Templates are updated by the Provost office as needed in consultation with the Senate's Curricular Policy Committee. Units should consult the available templates when preparing a proposal as more information may be required to meet external needs. Failure to provide all information may result in delays.
- III. Requirements for all new academic program proposals
 1. Include date on proposal (to distinguish any future versions)
 2. Include proposer contact with department of proposer.
 3. Interdisciplinary programs require an attached approval from each department and dean named as sponsors.
 4. General description and characteristics of program, including learning goals of the proposed program (Learning goals are knowledge and skills that a student will demonstrate upon completion and are not necessarily official University Student Learning Goals).
 5. Title of program
 6. Rationale.
 7. Discussion of related programs within the institution and at other institutions.
 8. Project how many students can be enrolled based on current faculty numbers or requested faculty lines.
 9. Curriculum design
 10. New course descriptions
 11. Model schedule demonstrating completion time.

12. Library and other learning resources.
13. Description of available/needed equipment.
14. Program costs (Additional information may be requested by the Senate Finance Committee.)
15. Accreditation requirements.
16. Planned implementation date.

All new degree programs must additionally include:

1. Program-specific policies, regulations, and rules. Append student handbook or indicate which existing handbook would apply (as applicable).
2. Scheduling plans.
3. Space
4. Faculty resumes (a web site link is sufficient).
5. Information required for financial review as outlined in senate [proposal 51-04](#). (see also section V of this proposal)

IV. Guidance for all proposals

1. Proposal formatting should include standard headings for senate proposals.
2. Curriculum Design section will include:
 - List of Courses: include total credit requirements and general restrictions. List course numbers, titles and credits. Divide courses into sub-lists as appropriate (e.g. Required, Elective, Thematic Groupings)
 - Any new courses that are being developed for the program should be highlighted, or otherwise marked.
 - If the program can be completed online, mark all courses that are currently available online and any that will be adapted to be online.
 - If students must select courses from pre-defined list, include the minimum or maximum number of credits per list and any restrictions (e.g. course level).
 - Prerequisites: List the course number followed by its prerequisites, for example, GE4750 (GE3000, GE2350).
3. New Course Descriptions
 - New Course Add Forms are needed for each new course. These may be submitted either:
 - at the same time as the program proposal , OR
 - as part of the annual curriculum proposal process (the “binder process”) prior to program approval.

Courses developed exclusively for the new program will be held by the Registrar's Office until the program is approved.

Proposal 38-04:

Adopted by Senate: 21 April 2004

Approved by President: 26 April 2004

Proposal 9-15:

Introduced to Senate: 22 October 2014

Friendly Amendment (added in green): 5 November 2014

Approved by Administration: 17 November 2014

Proposal 23-18:

Introduced to Senate: 11 April 2018

Approved by Senate: 25 April 2018

Approved by Administration: 18 May 2018

CRITERIA FOR FINANCIAL EVALUATION OF PROPOSED ACADEMIC PROGRAMS

[\(Proposal 51-04\)](#)

Senate Procedures 108.1.1

Under the Senate Constitution, the Senate has primary responsibility in the establishment of new academic programs, and advisory responsibility on issues of financial management. To facilitate the advisory responsibility on issues of financial management, the Senate proposes that Senate proposals for creation of new degree programs include documentation of the financial implications of the new program. This information allows the Senate, and especially the Senate Finance Committee, to provide consistent and complete analysis of the possible financial implications of the new program as part of the Senate's advisory role in financial decision making. Guidelines for items to be included in the financial documentation follow. Items one to six should be provided by the proposing unit. Items seven and eight should be provided with the Provost's Office assistance.

1. Relation to University Strategic Plan
 - a. Relation of program to the university's educational and research goals.
 - b. Consistency with the university's resource allocation criteria.
2. Impact on University Enrollment
 - a. Projected number of students in the program.
 - b. Source of new students; in particular, will the students be drawn from existing programs, or will they be students who would otherwise not have come to MTU?
 - c. What is the likely correlation between demand for the new program and existing enrollment patterns at MTU?
 - d. What is the current enrollment in the unit?
3. Impact on Resources Required by Department in Which the Program is housed. This would include, but not be limited to:
 - a. Faculty lines.
 - b. Faculty and student labs, including ongoing maintenance.
 - c. Advising.

- d. Assessment.
4. Impact on Resources Required By other Units Within the University. This analysis would include, but not necessarily be limited to, the impacts on:
 - a. Other academic (e.g., Gen Ed) units with regard to faculty, labs and assessment. (NOTE: The current Student to Faculty ratio for the university as a whole is approximately 12:1 per Institutional Analysis.)
 - b. Information Technology, the Library, central administration and career planning with respect to the impact on the need for computing services, library resources, advising, record keeping, development of employer relations etc.
5. Assessment of the ability to obtain the necessary resources assuming requested funds are obtained
 - a. For high demand fields (e.g., business fields, etc.), will it be possible to fill allocated lines
6. Past proposals. Has the department initiated any other new degree programs in the last five years? If so:
 - a. Describe the extent to which the new program has met the original goals with respect to:
 1. Enrollment,
 2. Costs,
 3. New faculty,
 4. Other resources required for the program
 - b. How have degree programs added in the past five years affected total enrollment in the department?
7. Departmental Budget contribution
 - a. What is the department's total general fund budget?
 - b. How much tuition does the department generate? This information should be provided for both the credit hours taught by the department and the number of credit hours taken by the department's majors.
8. How do the benefits from this program compare to other alternatives that are currently under consideration or development. Will approval and allocation of resources to this program preclude the development of other programs?

Adopted by Senate: 15 September 2004

Approved by Administration: 18 October 2004