**New Program FULL Proposal Template - Graduate**

***(Submitted for College Governance Approvals)***

(Updated 03-31-14)

1. **Purpose**
   1. What is the mission of this program? How does it fit with Messiah College’s mission?
   2. How does this program measure up with Messiah’s four parameters for graduate programs?
   3. What are the general goals/objectives of this program?
   4. What are the learning outcomes?
   5. Why would this be a strategic addition to the College? (This should be linked to enrollment or an explicit and new way of advancing the College).
   6. Market and marketability:
      1. For whom is this program designed?
      2. Why is there reason to believe that this strategic purpose will be successful?
      3. Include findings from the feasibility study, employment projections from state and federal agencies, and a needs assessment for the program.
      4. What institutions are the main competitors for students?
2. **Programming**
   1. The curriculum
      1. What is the basic curriculum design of the program?
      2. How many credit hours are required?
      3. What degree would be offered?
      4. What courses are required?
      5. List title, number level, credit hours and course description, prerequisites and learning objectives of each course.
      6. Will there be any overlap between graduate and undergraduate courses?
      7. What is the rationale for this particular curriculum design?
         1. How does it fit with Messiah’s Educational Principles for Graduate Programs? (this includes the College-Wide Graduate Educational Objectives, the Guiding Educational Assumptions and the Graduate Programming, the Size of the Curriculum, and the Required Capstone Experience)
         2. Benchmarking
         3. Professional standards
   2. Program and course delivery
      1. What is the timing and sequencing of the course offerings?
      2. Will it employ a cohort model?
      3. Course delivery (traditional, online, blended)
      4. Program delivery (traditional, online, blended)
      5. Will there be student residency requirements? On-campus intensive courses?
      6. Time of delivery different from existing graduate schedule of 8 and 16 week courses?
      7. Location (on campus vs. off campus vs. blended)
3. **Process**
   1. Organization and governance
      1. Does this program include more than one academic department and/or school? If so, which ones?
      2. Is there any reason this program could not be a new unit reporting directly to the Associate Provost for Graduate and Nontraditional Programming?
   2. Library resources
      1. How do Messiah College’s current library resources measure up to professional standards for graduate study in the proposed area of study?
      2. Describe what new resources are needed to get the program started and how current library holdings and/or technology capabilities will be enhanced to ensure sufficient holdings in terms of quality, number and currency to serve the new proposed program.
      3. Are structures in place to maintain and assess ongoing needs?
      4. Project the budget for the library resources required to support the proposed program for the next five years.
   3. Supporting Offices
      1. What impact would there be on other academic offices and college service units?(Office of the Provost, each impacted school, library, registrar, faculty development, educational technology committee, career center, internship center, faculty services, information technology, student affairs (health center), enrollment management, financial aid, marketing and public relations, business office, administrative technology committee, office of disability services, operations/summer conference services).
   4. Facility and Capital Needs
      1. Are there any special ongoing equipment, IT, or other capital needs?
      2. What facilities are required?
   5. Operating Budget
      1. Are there any unique operating expenses anticipated to deliver this program?
      2. What start-up costs will be required?
      3. Budget Assumptions (enrollment by year, tuition, etc.) and Budget Outcome (net income projections).
      4. What are the plans for funding this new initiative? Identify new revenue, e.g., tuition and fees, reallocation of existing funds, restructuring of current programming, the deletion of current programming, grants, etc.
   6. Marketing and Enrollment Plan
      1. What strategies will be followed in marketing and fully enrolling this program?
      2. Have the marketing and enrollment management costs been included in the business plan?
   7. Business Plan – five years
4. **Personnel**
   1. What administrative fte is required? How is this distributed in terms of full-time and part-time employees?
   2. What support staff fte is required? How is this distributed in terms of full-time and part-time employees?
   3. What faculty fte is required?
      1. What will be the mix of full-time and adjunct faculty?
      2. For full-time faculty, what will be the mix of undergraduate and graduate programming?
5. **Planning**
   1. What are the steps and timetable for the implementation of the program?
   2. Is there a strategic plan for future development?
   3. Program review and assessment of student learning
      1. Is this unit on the program review calendar?
      2. Develop an assessment plan in consultation with the Assessment of Student Learning Committee using the attached template.
      3. How will the enrollment/retention strategies be reviewed and evaluated?
      4. What procedures will be used to evaluate the credibility, viability, and sustainability of the program?