

# DUQUESNE UNIVERSITY

Fall 2017

## Academic Program Proposals

Duquesne University regularly reviews its academic programs and welcomes proposals for new ones that support student interests, disciplinary advances, and market needs. Such proposals are to follow a standard format that facilitates qualitative and quantitative review. Deans who wish to propose new academic programs should contact Dr. Jeff Miller (millerjeff@duq.edu) Associate Provost for Administration about submissions to Basecamp, the project management program that details requirements for proposals and ensures that they are moving along in the approval process.

### **Processes for establishing new majors (degree programs), minors, & concentrations\*:**

Department(s) & School(s) create and approve a proposal/program that includes:

1. Description: name the major, minor, or concentration and how the program would serve students, academic competencies, and, as appropriate, professional requirements.
2. Need/Objectives: How do the courses and possible non-course curricular requirements (portfolios; internships; etc.)-provide a focused exploration of a disciplinary, interdisciplinary, or professional subject? Provide learning outcomes.
  - a. *If a major/degree program, get preliminary agreement from Dean and Provost to proceed with new program concept.*
    - i. Upon the Provost's agreement with a new program proposal, the following information is input into Basecamp.
    - ii. If the "new" program is fundamentally a revision of an existing one, the Provost may agree to an expedited process. This may depend on whether the revisions may have financial or market repercussions.
  - b. If a minor or concentration, get preliminary agreement from Dean and Associate Provost for Academic Affairs to proceed with concept. These proposals do not have to be put into Basecamp unless there are probable financial or market repercussions.
3. Context/Competition: Are there other similar or connected majors or minors? If a major, how would it be distinct within the university, and how would it compare to similar programs outside the university? If a minor, how would it connect or serve students in more than one major?
  - a. Major: EMG market analysis (See approval process in Basecamp)

- b. Minor/Concentration: contact Associate Provosts for Academic Affairs or Administration for information as needed.
4. Prospective and eligible student population: Who and why?
5. Enrollment criteria:
  - a. Previous education and/or experience required.
  - b. Limits on kind or number of transferred credits.
6. Major/minor/concentration conferral requirements:
  - a. Minimum required total semester and in-residence credit hours.
  - b. Type of content/credit hours.
7. Resource Allocation (financial, material, & personnel budgeting):
  - a. Curriculum: List courses that will support the program. Are all courses within current curriculums and catalogs or do new ones need to be created?
  - b. Faculty: Are faculty currently available to cover such courses? Would new faculty be required? If so, how many and what kind?
  - c. Program costs & marketing: For majors, see Associate Provost for Administration for review and approval.
8. Advising.
9. How will the department/school implement, monitor, and assess the program?

Review/approval levels:

1. Minors & Concentrations:
  - a. School Curriculum Committees or Councils & Dean
  - b. If interdepartmental, interschool: Interdisciplinary Curriculum Committee.
  - c. Associate Provost, Provost, & President
2. Majors: Complete online Basecamp program proposal.
  - a. School Curriculum Committees or Councils & Deans
  - b. Associate Provost for Academic Affairs
  - c. Academic Council (Graduate Council for grad programs)
  - d. Provost & President

**\*Certificates:** The process for certificate proposals and approval is similar to that of majors, but there are additional restrictions and requirements. Contact the Associate Provost for Academic Affairs for more information.