

New Program Template

Instructions: There are three parts to the New Program Template: Program Description, Planning and Resource, and Modeling Data (see three tabs below). The first tab requires narrative information about the new program. The second tab requires information about start-up needs and resources over years. The third tab requires numerical information to input into the model for stress testing. Some of the same information is required in multiple tabs. Please complete all three tabs. One template per program.

A. New Program Name:

B. Brief, but clear statement defining the program and its outcomes:

C. Launch Date:

D. Courses and Curriculum

Description

1	What is new (courses, credits, delivery)?	
2	What are the adjustments to existing programs and curricula (adding courses, changing credits, subtracting courses or combining things)?	
3	Delivery/Instructional method (full-time, part-time, day, evening, weekend, summer, online, hybrid)?	
4	What is the outcome (degree, certificate, bridge program for students to enter other programs, etc.)?	
5	Does this program involve partnerships with other institutions? With whom?	

E. Students and Enrollments

1	Describe the student market (Undergrad, graduate, transfer, domestic, international).	
2	How will the enhanced/new program accommodate transfer students?	

F. Resources: Existing and Needed

1	Does the program leverage common and/or existing resources (equipment, technology, space)?	
2	What are the gaps in resources?	
3	Describe the assets of the current personnel to support the proposal (Leadership, faculty, administrative support).	
4	Personnel gaps?	

G. Differentiation & Marketability

1	How does the new program differentiate on program, college, and university levels?	
2	On local, national, and international levels?	
3	What is the competition?	
4	Describe the market rationale. To whom is the offering desirable and why?	
5	Is there future job growth in the field?	

Instructions: This timetable is designed to illustrate 1. the program start-up needs, 2. the initial resources needed for the program's launch, and 3. the years following the launch as the program scales up. If the program launches in 2013-2014, fill in the chart starting in the 2012-2013 column with start-up needs.

		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
A. Courses and Curriculum	# New Courses					
	# Existing Courses					
	Total # of Courses					
	Total # Credits					
B. Enrollment	# of students					
C. Personnel	Program Leadership					
	# Existing					
	# New					
	Faculty					
	# Existing					
	# New					
D. Resources	Administrative Support					
	# Existing					
	# New					
	Equipment and Technology					
	Existing					
	New					
Space Requirements						
Existing						
New						
Other Significant Resources (Consultants, travel needs, etc.)						

NOTE: David Maddox's model will also provide information about personnel and resource needs based on numerical data; however, please give an estimate of resources required.

Instructions: When thinking about course credit for the new program, consider the following: how many credits does a single student consume by subject (course prefix)? By instructional method? In existing courses? In new courses? Take note of comments embedded in the tables indicated by the red triangle.

Student Credit Hours Table

Existing Course Name	# Credit Hours	Course Prefix & #	Instructional Method

New Course Name	# Credit Hours	Course Prefix & #	Instructional Method	Target Section Size

	Total # Credit Hours
College Studies Credits	
Elective Credits	

Projected Enrollment: _____