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Description automatically generated with medium confidence

Proposal for:

[“Creation of” OR “Revision of”]

[Program/Major/Minor/Concentration/

Certificate Name]

**Proposal Manager:**

[Name]

[Curriculum Area]

**Proposal Supporters:**

[Name]

[Curriculum Area]

[Name]

[Curriculum Area]

[Name]

[Curriculum Area]

[Name]

[Curriculum Area]

**Motion Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Governance Body** | **Date of Vote and Result to Approve Motion** | | | |  |
| **Motion 1**  **To approve sunsetting the minor in Information Systems** | **Motion 2**  **To create a new minor in Information and Accounting Systems** | **Motion 3**  **To create a new course: ACCT 2534 – Intermediate Accounting Systems** | **Motion 4**  **[Motion Language]** | **Minutes** |
| **[Name of Curriculum Area]**  **Approval** | 9-0-0  3/20/23 | 8-1-0  3/20/23 | 9-0-0  3/20/23 |  | Minutes Received and appended?  Yes  Curriculum Area has approved all new courses needed and complete draft syllabi are attached?  Yes  All relevant documents pertaining to this body added?  Yes |
| **[School]**  **Curriculum Committee Approval** | 12-0-0  4/12/23 | 12-0-0  4/12/23 | 12-0-0  4/12/23 |  | Minutes Received and appended?  Yes  If required, Curriculum Committee has approved all new courses needed and/or complete draft syllabi are attached?  Yes  All relevant documents pertaining to this body added?  Yes |
| **(DSB Programs Only)**  **DSB General Faculty Approval** | 25-3-1  4/14/23 | 25-3-1  4/14/23 | N/A |  | Minutes Received and appended?  Yes |
| **Dean(s) Approval** | 4/15/23 | 4/15/23 | N/A |  | Dean(s) Approval Letter appended?  Yes |
| **Undergraduate/**  **Graduate Curriculum Committee**  **(UCC/GCC)** | 18-0-2  4/27/23 | 17-1-2  4/27/23 | N/A |  | Minutes Received and appended?  Yes  All relevant documents pertaining to this body added?  Yes |
| **Educational Planning Committee (EPC)** | 4-2-1  4/29/23 | 4-2-1  4/29/23 | N/A |  | Minutes Received and appended?  Yes  All relevant documents pertaining to this body added?  Yes |
| **Academic Council (AC)** | 17-0-1  5/1/23 | 17-0-1  5/1/23 | N/A |  | Minutes Received and appended?  Yes  All relevant documents pertaining to this body added?  Yes  Sent to General Faculty Secretary for publication?  Yes |

1. Change rows and columns as needed. Dates/votes/motion language included are sample data.
2. The proposal manager may add additional sections to the template as necessary. However, all sections of the template must be answered. If a section is not applicable to the proposal, the proposal manager shall state “N/A” and the rationale.
3. This template should be used for any program, concentration, certificate, minor, or major that goes through governance.
4. The creation of new interdisciplinary or interschool programs require approval by **all** curriculum areas involved. Please add rows above as needed when obtaining approval from multiple school governance structures including various curriculum areas, multiple curriculum committees, and multiple deans.
5. Five-year programs (Bachelor’s + Master’s) require the approval of the UCC **and** GCC.
6. (DSB Only) Add DSB General Faculty minutes to Appendix D with DSB Curriculum Committee minutes.

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# **Section 1: Description, Need, and Rationale**

## **Description of Program**

Describe the new program, and explain why the new program or program revision is needed at Fairfield University, e.g., student-driven, faculty-driven, special interest, etc.

## **Need of Program**

What groups will be served by the creation or revision of your program?

## **Rationale of Program and Relationship to Fairfield University’s Mission**

Discuss how this program creation or revision meets the mission of Fairfield University and is important to its curriculum.

# **Section 2: Objectives**

Please list specific objectives this program creation or revision seeks to accomplish and how it accomplishes them. Each objective may speak to a different audience (e.g. students, faculty, staff, administration, etc.). Please indicate which audience(s) will be served by each objective. If needed, please consult with the Center for Academic Excellence ([cae@fairifield.edu](mailto:cae@fairifield.edu)) for assistance with this section. Add or subtract the number of objectives below as needed.

## **Objective #1**

Objective Audience:

Description:

How to accomplish:

## **Objective #2**

Objective Audience:

Description:

How to accomplish:

## **Objective #3**

Objective Audience:

Description:

How to accomplish:

## **Objective #4**

Objective Audience:

Description:

How to accomplish:

## **Objective #5**

Objective Audience:

Description:

How to accomplish:

## **Objective #6**

Objective Audience:

Description:

How to accomplish:

# **Section 3: Program Detail and Course of Study**

**Please fill out the table below, which includes the details of #1 - 7, then include the CIP code in #8.**

1. List all courses required or recommended.
2. Discuss course sequence and reasons for including courses.
3. Indicate explicitly which courses are new to the Fairfield University catalog and if/when the appropriate curriculum committee has approved or will approve them. Analogously, indicate which courses are currently existing and how frequently they run.
4. Indicate in which appendix the draft or approved syllabus is located. Also indicate in which appendix the curriculum area chair approval letter, curriculum area minutes, and curriculum committee minutes are located.
5. Indicate the frequency of course availability for all courses that will be included in this program.
6. Indicate which instructors, whether currently at Fairfield or an unspecified new instructor for this program, would be teaching courses in this program.
7. Indicate the approximate number of enrolled students in each course from 5 & 6 above.
8. Please indicate which CIP code this program would be included under. Please consult with the Office of Institutional Research (IR@fairfield.edu) for assistance in locating your program’s CIP code.

**CIP Code: [insert CIP code here].**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Sequencing | Course Number | Required/  Elective | New to Fairfield? | Syllabus  Approved?[[1]](#footnote-1) | Time Code Format  (In-person/  Hybrid/  Online) | Class Length  (3 x 50 mins;  2 x 75 mins;  1 x 150 mins) | Frequency of Course Availability | Projected Instructor | Projected Student Enrollment |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Note:** Approval of a new minor, major, program, certificate, or concentration does not imply approval of new courses. Syllabi of new courses **required** for this program **must** be included in this proposal to a degree that if this proposal is approved, the syllabi will be immediately ready for submission to the appropriate curriculum committee(s). Syllabi for new electives of the proposed program do not need to be included in this proposal so as to be ready for submission, but course descriptions of potential electives should be included.

## **Other Important Programmatic Details**

Include other programmatic details not specifically course-related, such as internships, special university events, etc.

## **Market Analysis & Aspirant Program Data**

Please include course tables and course sequences of similar programs, as well as market analysis and other relevant information from analogous programs. For assistance in this section, please email the Provost’s Office at [NewProgramBudgetHelp@fairfield.edu](mailto:NewProgramBudgetHelp@fairfield.edu).

# **Section 4: Impact**

## **Current Program Impact**

How will the proposed program impact current programs in your discipline or other disciplines? If it will affect other disciplines, have they been consulted and agreed to this program as presented?

Please include support letters/emails from curriculum area chairs, program directors, or other appropriate faculty/staff who would be affected by your program in Appendix C. List the authors of those letters/emails here.

## **Program Replacement**

What program(s), if any, will this replace?

## **Core Curriculum Impact**

How will this program impact the core curriculum? Should the Proposal Manager deem that this program, if approved, would greatly impact the Core Curriculum, consultation with the Magis Core Curriculum Director and a letter of support from them is advised.

## **Program Overlap Analysis**

How will this program overlap with other programs?

## **Opportunity Cost**

What other programs would the university, or your curriculum area, have to sacrifice or delay to implement this program?

# **Section 5: Administrative Structure and Governance**

What faculty grouping has control over curriculum and course development? What individuals have administrative authority? Please list the titles of all individuals involved in administrative authority. What is the proposed “chain of command?”

# **Section 6: Resources**

## **Personnel & Space Requirements**

Please include any new faculty, faculty reassignments, faculty overloads, new staff, or reassigned staff that would be required should this program or program revision be approved.

**Summary**

New Faculty required:

Faculty Reassignments:

Faculty Overloads required:

New Staff required:

Reassigned staff:

Specific Course Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number | Is the projected instructor new to Fairfield? | If the projected instructor is new, will they be part-time or full-time? | Specific classrooms required? If yes, please list which ones. | Specific resources needed for this course? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Other Programmatic Resource Requirements**

Please include a summary of other programmatic resources that would be required for this program.

# **Section 7: Budget**

Please include a draft budget for this program after consultation with the Provost’s Office by emailing [NewProgramBudgetHelp@fairfield.edu](mailto:NewProgramBudgetHelp@fairfield.edu).

# **Section 8: Assessment**

When and how will you assess and evaluate the program’s effectiveness? How frequently will this assessment happen? Who will be involved? How will you specifically assess progress made toward objectives listed in Section 2?

# **Section 9: The Future of the Program**

Please include two narratives that broadly explain the projected two- and five-year plans for this program. This section need not include specific details about budgets and resources, but should give proposal reviewers a vision of this program’s future that include growth potential and it’s fit in Fairfield University’s long-term strategic plan.

## **Two-Year Program Plan**

## **Five-Year Program Plan**

# **Appendix A1: New Course #1 Syllabus**

# **Appendix A2: New Course #2 Syllabus**

# **Appendix A3: New Course #3 Syllabus**

# **Appendix B: Curriculum Area(s) Approval**

Include curriculum area minutes for all meetings at which the program or revisions were discussed. A vote to approve the program or revisions by a majority of the faculty in a curriculum area must be clearly reflected in the minutes.

Include curriculum area minutes for all meetings at which all new courses, as listed in Appendix A, were approved by the curriculum area.

**Note:** A curriculum area Chair/Director does not have the authority to create a new program or make a substantive program revision without the approval of their curriculum area. Moreover, a curriculum area Chair/Director does not have the authority to veto a new program or a substantive program revision if approved by a majority of that curriculum area.

# **Appendix C: Support from Other Programs Affected**

Include letters/emails from curriculum area chairs, program directors, or other faculty/staff whose programs will be affected by the newly proposed program or program revisions.

# **Appendix D: [School] Curriculum Committee Approval**

Include [School] Curriculum Committee(s) minutes for all meetings at which the program was discussed.

# **Appendix E: Dean(s) Approval**

Include Dean’s approval letter.

# **Appendix F: Graduate/Undergraduate Curriculum Committee Approval**

Include Graduate/Undergraduate Curriculum Committee minutes for all meetings at which the program was discussed.

# **Appendix G: Educational Planning Committee Approval**

Include EPC minutes for all meetings at which the program was discussed.

# **Appendix H: Academic Council Approval**

Include AC minutes for all meetings at which the program was discussed.

1. If no, when will submission take place? [↑](#footnote-ref-1)