New Academic Program Proposal (NAPP) Guide

Basic Instructions
If you wish to propose a new academic program, please prepare answers to the relevant questions below in a separate document and send that document to the CPC Chair.

1. **Who is the primary contact person for this proposal?**

2. **Who will serve as the administrator of this program from the next four years?**

3. **What is the name of proposed program?**

4. **Please provide a brief description of program (300 words or less).**

5. **What is the rationale or justification for the proposed program?**
   - Who is the target audience?
   - What are the expected enrollments after two, four, and eight years?
   - Why does the College need this program?

6. **What are the course requirements for the proposed program?**
   - Which current College courses will be required for the program?
     - If any of these courses have prerequisites, be sure to list them.
   - Which current College courses will be electives for the program?
     - If any of these courses have prerequisites, be sure to list them.
   - Will the program require additional courses that we do not currently offer at the College (i.e., new course proposals)?

7. **What are the proposed student learning outcomes for this program?**

8. **CPC asks all new programs to participate in an informal self-assessment four years after the start of the program to determine whether or not the program shall continue or be discontinued.**
   - What outcomes do you see as a measure of success for the program (e.g., enrollment numbers, number of graduates, graduate outcomes).
   - What would show that this program is not working and what are the sunset provisions?

9. **Please explain how course allocation works for this program.**
   - Are existing departments/programs providing allocation?
   - If other departments/programs are offering resources, are they able to provide courses with the required frequency and with sufficient seats for the new program's students?
   - Does this program require new, additional allocation? If so, how much?

10. **What faculty members or part-time instructors will be involved with the program?**
   - Which current faculty members or part-time instructors will be central to this program?
   - Which current faculty members or part-time instructors might be affiliated with (but not central to) this program?

- How many new faculty members or part-time instructors are required for this program?

11. **What other resources do you anticipate needing for this program (e.g., equipment, software, space, support, collaboration with other campus offices)?**

12. **What objections, if any, do you anticipate from the faculty or administration?**