Graduate and Continuing Education
Academic Policy and Curriculum Committee

New Program Proposal Guidelines

Interested faculty should notify the GCE APCC of their interest at earliest convenience providing some idea for timeline and goals. Faculty should use the following outline to create a new program proposal. Regular updates to the committee are encouraged to keep the committee informed and allow the committee to provide advice as a proposal is being developed.

1. **Introduction**
   a. *Rationale*: Explain why the new program is needed at Muhlenberg College.
   b. Contributing Authors: List the authors of the program. Were outside groups involved in the planning process? List them, e.g. focus groups or other consulting faculty, and attach relevant summary report(s).
   c. *Program Mission*: Describe the primary activities of the program related to meeting its purpose. How does this program support the college mission? Specifically show the involvement of our liberal arts strengths in this new program.

2. **Comparative Programs**
   a. *Comparison to Other Programs*: Include a discussion of other academic institutions that have a similar program, especially small liberal-arts colleges that are comparable to Muhlenberg, or other schools in our Lehigh Valley regional area. Is the new program supported by national trend data? By regional demand? How does this program respond to community needs?

3. **Impact**
   a. *Scope and Size:* What are the expected size of the cohort of students and size needed to launch the program? What is the maximum number of students we can accept into the initial cohort?
   b. *Impact on other existing programs*: Will this new program have an impact on existing programs? What is the expected extent of that impact? Have you engaged with the other programs and departments that may be impacted? Detail the results of that engagement. Is the new program able to expand on an existing undergraduate program strength and can we increase that strength with a graduate program?
   c. *Existing Faculty Expertise*: Please include information about faculty expertise in the proposed area of study. Provide a list of the faculty to be included in the program, with reference to their relevant scholarly or disciplinary training as well as teaching experience. If a new departmental hire in this area is anticipated, please indicate.
   d. *Institutional Support*: Assess the new program's potential impact on institutional resources and if support may be needed what that looks like? Has the administration committed funds, new faculty lines, technology, library resources (including databases), or any program-specific facilities needed to help launch the new program?
   e. *Program Coordinator:* Will a program coordinator be required? What role will they play in the program? Is the new program going to be attached to an existing department? Or is the new program going to be managed by GCE? Will faculty in this program be reporting to a department chair, or to the GCE administration?

4. **Student Audience**
   a. *Target Audience:* Describe the primary audience served by this program.

      b. *Student Qualifications*: List the expected qualifications or requirements of students entering the program.

5. **Structure of the Program:**
   a. *Pedagogy*: Provide the expected delivery method of the program, e.g. in-person, online only, blended, etc. If other than fully in-person, provide details on the expected scheduling and style of delivery.
   b. *Program Structure:* Explain the new program's structure. Include information about the sequencing of classes, expected timeframe required to complete the program, prerequisites, ratio of required to elective courses, and comparisons to comparable benchmark institutions. Is the new program a degree program, a certificate program, both?

6. **Curriculum**
   a. *Program learning goals & objectives*. Provide a list of courses, a description for each course new to the college, and learning outcomes for each course in the program. Map the course-learning outcomes onto the program learning goals.