



New/Change in Program Proposal (NCP)

Please use this form to propose a new program or propose a change to an existing program.

FOR NEW PROGRAMS:

1. Please refer to the Process and Development of New Programs flow chart at https://myusf.usfca.edu/sites/default/files/CASNewProgramsFlowChartREVISEDJune2016_3.pdf.
2. Faculty must first work with the Associate Dean in their area, the Associate Dean of Academic Effectiveness (June Madsen Clausen), and/or the Associate Dean for Academic Operations (Chris Brooks) prior to submitting a new program proposal.

FOR NEW PROGRAMS AND CHANGES TO EXISTING PROGRAMS:

Please refer to the New/Change Program Proposal (NCP) Approval Process flow chart at https://myusf.usfca.edu/sites/default/files/NewandChangeinProgramProposalApprovalProcess_3.pdf

Please contact Rosana Aguilar, Program Assistant for Academic Effectiveness, at rmaquilar@usfca.edu or x5265 if you have questions or any problems with this form.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not ceschwabenland@usfca.edu? [Sign out](#)

* Required

Name, title, and email address of FACULTY MEMBER submitting this NCP. *

NOTE: Only full-time faculty members may submit New/Change Program Proposals.

Your answer

Select the type of action for this New/Change Program Proposal:

- New Program
- Change(s) to an Existing Program

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New/Change in Program Proposal (NCPP)

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* Required

Details about Proposed New Academic Program

Name of Proposed New Program *

Your answer

Type of First Degree *

Choose ▼

Type of Second Degree (if applicable)

Some programs combine two degrees in one program

Choose ▼

Proposed Start Term *

Note that programs must be approved by the Area Associate Dean and the College Curriculum Committee for submission to the Provost for his review by early December in order to be implemented the following fall semester (e.g., in order to be implemented in Fall 2018, new programs must be approved by the Area Associate Dean and by the College Curriculum Committee by early December 2017). Faculty are therefore encouraged to submit NCPPs for proposed new programs no later than September of the fall semester one year prior to when the program is planned to start.

Choose ▼

Proposed Start Year *

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Your answer

Proposed Location *

Choose



Percent of proposed program to be offered online? *

0% to 100%

Your answer

Please describe the anticipated life of the proposed program. *

Most programs are "ongoing", however some may be offered for a defined period of time (e.g., 3 years).

Your answer

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Details about Proposed New Academic Program

Describe the need and rationale for the proposed program within the context of USF's Vision, Mission, and Values and Strategic Goals. *

Your answer

Describe the data that supports the market need for the proposed program (e.g., market research, analysis of competitor programs, changing demographics or disciplinary trends etc.). *

Your answer

Provide enrollment projections and evidence used to support expected interest in the proposed program. *

Your answer

If this is a proposed graduate or online program, what is the recruitment and marketing plan for the proposed program?

Your answer

Please describe the ways in which this proposed program overlaps with or compliments other currently existing graduate or undergraduate programs at USF. *

Your answer

Is there a strong competing program at another university in California? *

Your answer

Have you discussed this program with your chair or program director? *

Faculty members who propose new programs are expected to advise their Chair or Program Director about the proposal.

Yes

No

Are your department/program faculty colleagues supportive of the proposed program? *

Yes

No

Please describe the resources that will be needed to support the proposed program. *

(e.g., FT and/or adjunct faculty, staff, space, event funds, equipment, etc.)

Your answer

With whom have you discussed the budgetary implications of the proposed program? Check all that apply. *

Faculty are expected to discuss budget for proposed new programs with their Area Associate Dean, the Associate Dean for Academic Effectiveness, and/or the Associate Dean for Academic Operations prior to submitting the NCPP.

Area Associate Dean

Associate Dean for Academic Effectiveness

Associate Dean for Academic Operations

Dean

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* Required

Key Characteristics of Proposed New Academic Program

Program Learning Outcomes (PLOs) *

Please upload a document containing the PLOs for the proposed program here.

[ADD FILE](#)

Curriculum Map *

Please upload a document containing the curriculum map (showing courses mapped to PLOs) for the proposed program.

[ADD FILE](#)

Degree Requirements Checklist *

Please upload the Degree Requirements Checklist for the proposed program. A template for the Degree Requirements checklist is available here: <https://myusf.usfca.edu/arts-sciences/academic-effectiveness/programs>

[ADD FILE](#)

Assessment Plan *

Please upload an Assessment Plan for the proposed program.

[ADD FILE](#)

Syllabi for Courses in Proposed Program *

Submit ALL SYLLABI for courses in the proposed program via e-mail to CASCurriculumTeam@usfca.edu. If courses are being created for the program, draft syllabi are acceptable.

- I have emailed (CASCurriculumTeam@usfca.edu) the syllabi and/or draft syllabi of all courses listed in the Degree Requirements Checklist for the proposed program.

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* Required

Proposed Change(s) to an Existing Program

Current Program Name *

Your answer

Proposed Program Name

Provide a response if a change in Program Name is being proposed.

Your answer

**Date of Department/Program/Advisory Board Approval of
Proposed Change(s) ***

Date

mm/dd/yyyy

Please upload the minutes of the meeting at which the proposed program changes were approved; if minutes are not available, please upload a letter from the Chair/Program Director indicating department/program support for the proposed changes. *

[ADD FILE](#)

Proposed Start Term *

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Your answer

Current Program Learning Outcomes (PLOs) *

Please upload current PLOs.

[ADD FILE](#)

Proposed Program Learning Outcomes (PLOs) *

Please upload proposed PLOs.

Your answer

Current Curriculum Map *

Please upload the current curriculum map (showing courses mapped to PLOs) for the program.

[ADD FILE](#)

Proposed Curriculum Map *

Please upload the proposed curriculum map (showing courses mapped to PLOs) for the program.

[ADD FILE](#)

Current Degree Requirements Checklist *

Please upload the current Degree Requirements Checklist for the proposed program.

[ADD FILE](#)

Proposed Degree Requirements Checklist *

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[ADD FILE](#)

Syllabi for Relevant Current and/or Proposed Courses in Changed Program

Submit via email to CASCurriculumTeam@usfca.edu syllabi for current and proposed courses that are being proposed for change (e.g., new courses, existing courses being removed, existing courses being added to requirements). It is helpful to the reviewers to understand the nature of the courses being removed, added, or changed in the proposed program change. For new courses, draft syllabi are acceptable.

I have emailed (CASCurriculumTeam@usfca.edu) the syllabi and/or draft syllabi of all relevant courses.

Please provide a rationale for the proposed program change. *

Please be clear and succinct; this information will be read by Associate Deans, faculty and staff on the College Curriculum Committee, and by the Provost.

Your answer

Please summarize the data that supports the need for the proposed program change. *

(e.g., yearly assessment results, academic program reviews, etc.)

Your answer

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