New/Change in Program Proposal (NCPP)

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

FOR NEW PROGRAMS:

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 contact Rosena Aguilar, Program Assistant for Academic Effectiveness, at rmaqular@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 NCPP.*
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

NEXT

Never submit passwords through Google Forms.
New/Change in Program Proposal (NCPP)

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

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 *
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.

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
New/Change in Program Proposal (NCPP)

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

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
New/Change in Program Proposal (NCPP)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not ceschwenland@usfca.edu? Sign out

* 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://mysf.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.

BACK SUBMIT

Never submit passwords through Google Forms.