Criteria, Guidelines and Procedures for New Program Development

General Procedure
A new program mini-proposal application should be prepared to submit to the Academic Planning Committee (APC) using the criteria and application guidelines below. The APC reviews the proposal and makes recommendations to the provost and the Office of Academic Affairs. OAA, in consultation with the president, will authorize the development of a Letter of Intent and full proposal.

General Criteria
- Proposed program is aligned with department and college mission and with university goals and programs (duplication of programs across CUNY)
- Evidence of student interest and market need
- Data informed-- enrollment in similar programs; employment projections
- Maximizes resources (faculty, space, facilities)
- Aligns and builds on current program and offerings
- Transferable/Articulation-- potential for dual-admission/joint degree program

Program Application for Letter of Intent
A brief 2-4 page mini-proposal should be prepared to address the sections and requested information below. It should be submitted to the Office of the Provost for presentation to the APC for review and consideration for further development.

Rationale
Statement should address:
Student needs and interest; Market and labor data; other programs in CUNY and city; alignment with college and department mission and goals; transferability/articulation; brief literature review

Resources
Present brief analysis of needed resources for the proposed program that may already be available at the college and what would be needed in terms of space, equipment, and estimated cost of start-up.

Faculty
Faculty needed to run the program—will current faculty be able to handle this program or will it requires new hires with particular expertise? If so, how many and in what disciplines?

Curriculum
Brief overview of program of study including course names and tracks, description and number of potential new courses and well as name and number of courses already in our catalog.

OAA Approved by Academic Planning Committee and the Academic Council 5/19/2010