Guidelines for program proposals   December 6, 2011

APC seeks to clarify procedures and expectations for proposals for new programs (majors, minors, and other programs of study) and revisions to existing programs. There is no standardized form for such proposals, but there is a uniform set of expectations to help in the process of review and approval. Faculty should propose programs in consultation with APC and the Dean's Office, which are well positioned to offer information and advice for successful proposals. As you prepare your proposal, please keep the following guidelines in mind.

Description of the program should include:
- Background (context which led to need or interest in the new program or revision)
- Detailed proposal and rationale
- Curriculum changes, with plan for offering the courses (frequency, rotation)
- Faculty resources needed (and other resources required, if applicable)
- Impact on other majors, departments, or programs (including all-college requirements)

Your proposal and background should include:
- Relevant assessment data (qualitative and quantitative), as available. For example, this might include external reviews, alumni surveys, admissions or post-matriculation data, or program evaluations from current students.
- Evidence of student interest and demand, when proposing a new program (especially if the proposal has additional FTE staffing implications); this evidence can be internal (Luther students), external (prospective students), or both. The Dean's Office should be consulted about gathering this information.
- Explanation of FTE staffing, including allocation of FTEs needed to implement and sustain the program
- Qualitative and quantitative goals, with a plan for indicating progress and success and time lines for achieving those goals; include indication of when and how the proposed program will be reviewed
- Assessment plan for measuring progress toward program goals
- Non-FTE costs, if relevant, for consideration by administrative offices outside of APC

All proposals for new or revised programs must go through department/program, appropriate division(s), APC, and full faculty. New departments, majors, minors, or programs of study require approval of the Board of Regents in addition to approval of the faculty.