



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET • BROOKLYN, NY 11201-1909

Preparing to Submit a Proposal for a New Academic Program

Background: Although in order to streamline the development of new programs CUNY's Office of Academic Affairs (OAA) ceased to require the circulation of a Letter of Intent, proposed programs continue to receive thorough review at CUNY OAA and the New York State Department of Education, as well as by college governance. To assist departments and developers of proposed programs in the complex and time-consuming effort of preparing a program proposal for successful review, the Provost's Office has developed the following process and guidelines. These are intended to focus efforts, save time and result in the development of programs that will best serve our students.

- 1. Prepare a New Program Concept Paper** – This preliminary 1-2 page document should include the new program title, an explanation of the need for the new program, preliminary learning outcomes, a summary of similar programs both within and outside of CUNY, planned accreditation, anticipated enrollment, and any needed additional resources.
- 2. Consult First with the Department Chair and Colleagues in the Department(s), Then with School Dean, and Finally with the Associate Provost and Provost** – Sharing the New Program Concept Paper with each of these parties helps to refine the concept, confirm support and resources, strengthen the case for the program, address potential concerns and collect supporting evidence.
- 3. Prepare a New Program Case Statement** – This is, in effect, an outline for the full proposal. Consultation should continue during this process. When completing the attached template, provide evidence for all claims. Once there is a consensus among the above parties that the proposed program will advance the college's mission, serve our students, satisfy the CUNY Office of Academic Affairs criteria for development of new programs (see <https://www.cuny.edu/academics/programs/resources.html> for additional details), and likely receive approval from the New York State Department of Education, the full proposal should be prepared and submitted to the Curriculum Committee of College Council.
- 4. Prepare the Full Proposal and Submit for Approval** – Like all curriculum proposals, new programs require approval by the department, the College Council Curriculum Committee, and the full Council. Additionally, the college must commit to provide the resources required to offer the program.

New Program Case Statement Template

I. Background Information

1. Name(s) of submitters and contact information
2. What is the official name and degree (AAS, AA, AS, BTech, BS,) of the proposed new program?
3. Which department(s) is/are sponsoring the new program?

II. Program Relevance

1. How is this program consistent with the mission of New York City College of Technology?
2. How is this program consistent with the mission of the submitting department(s)?

III. Program Demand

1. How many new full-time/part-time students are expected to enroll in the first year?
2. What is the enrollment outlook for the next five years? (Use CUNY Enrollment Table, found at: <http://www.cuny.edu/academics/programs/resources/faculty-handbook.html>)
3. What are some of the other universities offer this or very similar programs? How large (enrollment, number of annual graduates, number of faculty) are those programs?
4. Which other CUNY campuses offer this or very similar programs? Explain why student demand is not met through the existing CUNY program(s).
5. Which other programs within CUNY (associate, baccalaureate, as appropriate) are likely to articulate with this program? Which campuses have been consulted regarding potential articulation agreements?
6. Are there current trends or forecasts for interest in this program? If so, what are they and what are your sources of information?
7. What are the employment opportunities after graduation? What is the local market for this program? What is the national market? (Note: according to CUNY's OAA, "Proposals for

new professional or vocational programs should discuss employment opportunities and should include specific job titles with salary ranges, with data drawn from sources such as the US Department of Labor or appropriate professional organizations, and with sample entry-level job postings. The job postings must be directly relevant to the curriculum and should not require specific additional skills or expertise not developed by the proposed curriculum.”)

8. For baccalaureate programs, what are the graduate program opportunities both inside and out of CUNY?
9. Will this program be offered to a “non-traditional” audience (part-time students, evening/weekend classes, distance learning, other)? Please indicate all that apply.
10. Is an internship part of the program? If so, will it be required? Will the internship be paid or unpaid?

IV. Academic Requirements/Considerations

1. What are the entrance requirements (GPA, math/science prerequisites, previous degrees or licensure, etc.)?
2. Is the proposed program in line with departmental/college accreditation?
3. Is accreditation required or proposed for the program? If so, what are the minimum requirements for accreditation?
4. What is the timetable for achieving accreditation status?
5. What are the program-level student-learning outcomes?
6. What new courses (department and/or service) if any, will be required? (Include course name, number, credits and a brief course description)
7. What existing courses (department and/or service) will be required? (Include course name, number and credits. Associate degrees should require 60 credits and baccalaureate degrees 120 credits unless a strong rationale for additional credits is provided)
8. What impact will the program have on existing City Tech programs? For example, will it replace an existing program or complement/compete with another program?

V. Financial Resources/Uses

1. How will the new program be financially assessed? Include the completed Senior College Financial Table (Five-Year Revenue Projections for Program for senior colleges), found at: <http://www.cuny.edu/academics/programs/resources/faculty-handbook.html>
2. What new faculty (departmental and/or service), if any, will be required? What are the anticipated course assignments?
3. Will new support staff be required?
4. What new equipment, laboratories or other facilities will be required?
5. What new library resources will be required?