

New Degree/Program Process and Guidelines

This proposal deals with the process and guidelines for the Florida Tech departments and colleges who wish to introduce new degrees or programs. When colleges are proposing new degree programs (minors and majors), information is needed by the Office of the Provost and, either the Undergraduate Curriculum Committee or the Graduate Council, as appropriate. This document provides the necessary information to make a decision to approve or disapprove, or to ask for modification of the proposal. The information also provides a basis for evaluating the program over the next 5–7 years.

A completed proposal with appropriate departmental and college approval, and endorsements from the faculty, department head and dean, is to be submitted to the Provost for review. A completed proposal includes a detailed business plan, the new degree program form, new course forms for any new courses to be developed and approved, and the appropriate detailed syllabi for those new courses. Course descriptions for new courses must be pre-edited by the Director of Catalog before being submitted to the appropriate curriculum committee. The Provost will review the proposed program for both its consistency with the Florida Tech mission and its financial viability. If the Provost agrees that the program is consistent with the mission of Florida Tech and financially viable, the proposed program will be submitted to the appropriate university committee for review. Once the university committee makes a recommendation with appropriate comments, the proposal will again be reviewed by the Provost for a final decision.

Below is a suggested outline for the development of the “case statement” for the proposal. It is expected the proposal for a new degree program will address most if not all of the items below, while a proposal to create a minor will only require responses to some of the items below. If a new minor requires no new resources and no new faculty or courses, then most of the following sections will not apply.

Program Relevance

- Is this program consistent with the mission of Florida Tech?
- Is this program consistent with the mission of the department/college?

Program Demand

- What is the market for this program?
 - Local
 - National
 - International
- How many new students are expected to enroll in the first year?
 - Full-time students; part-time students
 - Domestic students; international students
 - Outlook in five years from now
- What other universities offer this program?
- Are there current trends or forecasts for interest in this program?

- Will this program be offered to a “non-traditional” audience?
 - Part-time students
 - Evening/weekend classes
 - Distance Learning
 - Other
- What are the employment opportunities after graduation?
- If this is an undergraduate program, what are the graduate program opportunities?
- Is internship part of the program?
 - Required
 - Paid/unpaid

Competition

- Do other competitive universities offer this program?
- Are the programs successful (student completing, employed, etc.)?
- How is this proposed program different, if different?

Academic Requirements/Considerations

- What are the entrance requirements (GPA, SAT, math/science, etc.)?
- Is the proposed program a substantive change according to SACS?
- Is the proposed program in line with departmental/college accreditation?
- What impact will the program have on existing programs?
 - Replaces an existing program
 - Complements or competes with another program
- How will the new program be assessed (outcomes, accreditation, financial)?
- Is program accreditation required or proposed for the program?
 - Minimum requirements
 - Timetable

Financial Resources/Uses

- Can the program support itself financially (provide detailed estimates)?
- Will there be any assistantships or fellowships available?
- What new courses, if any, will be required?
 - Departmental courses
 - Service courses
- What new faculty, if any, will be required?
 - Departmental
 - Service
- Will new support staff be required?
- Will new GSAs or adjuncts be required?
- What new equipment, labs, or other facilities are required?
- What new library resources will be required?

As part of the program proposal, a five-year financial model or five-year business plan should be submitted for the proposed program, providing the following information. If you would prefer, submit the information to the Senior Vice Provost and he will develop the financial model for your review and comment. Please include the following information:

- Student Enrollment (full-time and part-time)
- Tuition (use current tuition) revenues
- Faculty required
 - Departmental expense (provide salary estimate)
 - Service course faculty (provide salary estimate)
- Support Staff
- GSAs, Adjuncts
- Summer faculty teaching
- Fringe benefits
- Operating expenditures
- Travel
- Equipment
- Library acquisitions
- Program recruiting

Once the appropriate committees and the Provost approve the program, certain administrative processes need to be completed. The following information/procedures need to be followed when

Working with the Registrar

- If the program is a new major or minor, the “Adding a New Major/Minor to the Curriculum” form needs to be completed
- If the program is to be offered at other than the Melbourne campus, a new program code identifying that campus needs to be assigned to the program
- If the program is an existing program offered at a new campus, the Provost needs to review and either approve or disapprove the program at the new campus
- Identify and submit the proposed tuition structure
- Identify and submit the academic calendar for the program
- Identify and submit all *University Catalog* changes

Working with undergraduate and/or graduate admissions

- Add program to student application
- Advertising, publications for the program

Working with the bursar’s office

- Billing other than the standard times
- Payment process, if difference from standard