

Program Proposal/Revision Cover Sheet and Transmittal Record

Office of the Provost/VPAA Academic Affairs, SUNY Plattsburgh

Agenda No _____

Date _____

Program Title: _____

Curriculum Code (if processing a program revision, deactivation, or discontinuance): _____

Chairperson/Director Submitting Proposal _____

Department/Center _____

Date _____

New courses proposed as part of a program proposal or revision may be submitted as part of this package but **MUST** have separate *Course Proposal/Revision Cover Sheet and Transmittal Record*. All courses included in the curriculum must be fully approved (including for AWR credit.)

Complete questions on the reverse side for all programmatic activity.

NEW PROGRAM - All new programs must include a draft of the program requirements and must follow the format used in the *Undergraduate and Graduate Catalog*. Proposals for new programs (free standing and separately registered) must follow SUNY guidelines for a program proposal available in the Provost's Office, Kehoe 808, or online at www.suny.edu/provost/ProgramReview/index.cfm.

REVISION OF EXISTING PROGRAM

program title changed from _____ to program title listed above
credits required in the major/minor changed from _____ to _____
credits required in the cognate area changed from _____ to _____
additions/deletions (specify) _____
other (specify) _____

DEACTIVATION OF PROGRAM—A deactivated program may be reinstated within three years through the program revision process; deactivated programs not reinstated within three years are discontinued.

DISCONTINUANCE OF PROGRAM—A discontinued program can be revived only with a full new program proposal.

Will other departments/units be affected by this program change? Yes or No

If yes, which departments/units _____

If yes, consultation with the director/chair of affected department/unit is required. Attach consultation outcome.

Signature of Chairperson/Director: _____

Date of Approval: _____

Signature of Collaborating Chairperson/Director: _____

Date of Approval: _____

Transmittal Record:	Date Rec'd	Name and Summary of Action	Date of Action
Dean	_____	_____	_____
Dean, LIS	_____	_____	_____
Course & Program Committee	_____	_____	_____
Dean	_____	_____	_____
VPAA	_____	_____	_____

Senate Action:

Executive Committee	_____	_____	_____
Curricula & Programs	_____	_____	_____
Resources & Planning	_____	_____	_____
Faculty Senate	_____	_____	_____

Provost's Office's use only:

Tracking (initial) _____	CAPP _____	Catalog (PRG) _____	Inst Res _____	Email Notification _____
Tracking (final) _____	STVMAJR _____	Catalog (CURR) _____	Desktop _____	Dean/Chair Copy _____
Fac Sen Memo _____	SOACURR _____	Catalog (DIR) _____	WEB _____	Catalog Year _____

Program Title: _____

For all NEW programs, attach responses to the following and complete the attached budget projection chart:

1. State the need/rationale for new program (e.g., student's needs, changes in the work force, adjustments in college resources, developments in the discipline, attractiveness of program vis-à-vis offerings of other colleges, etc.) and document that need.
2. List the departmental student learning outcomes the program is intended to achieve.
3. List the specific college-wide student learning outcomes supported by this program and explain HOW this program supports those outcomes.
4. How will this academic program contribute to the college's mission, strategic plan, and/or academic plan?
5. What is the projected number of majors/minors (in the first year and after five years)?
6. What teaching and other personnel resources are necessary to implement this program? Can this be met with existing personnel? If yes, explain how. If no, have additional positions been approved?
7. What space, facilities, equipment, and other resources (including library, computing technology, and start-up costs) are necessary to implement this program? Please be as specific as possible.
8. What is the projected impact of the new academic program on the department's or program's contribution to:
 - a. General Education
 - b. Other majors or minors in the same department
 - c. Majors or minors in other departments (including interdisciplinary programs)
 - d. Other departments or programsConsultation with any affected departments/units is required; attach results of consultation.
9. Describe how your proposed curriculum compares to comparable curricula at other SUNY colleges. What is the range of credits for a major of this type?

For all REVISED programs, attach responses to the following and complete the attached budget projection chart:

1. State the need/rationale for the program revision (e.g., student's needs, changes in the work force, adjustments in college resources, developments in the discipline, attractiveness of program vis-à-vis offerings of other colleges, etc.) and document that need.
2. Answer questions 2, 3, and 4 from new program section above.
3. Does the proposed program revision require changes in personnel, space, facilities, equipment or other resources?
4. What is the projected impact of changes on the department's or program's contribution to:
 - a. General Education
 - b. Other majors or minors in the same department
 - c. Majors or minors in other departments (including interdisciplinary programs)
 - d. Other departments or programsConsultation with any affected departments/units is required; attach results of consultation.

For program DEACTIVATION or DISCONTINUANCE, attach responses to the following:

1. State the reason for deactivating or discontinuing this program.
2. What is the last term for which new students will be admitted to this program (for example, Spring 2009)? If this date differs for freshmen, transfer, and readmitted students, or by the number of credits the readmitted or transfer student (undergraduate or graduate) has accumulated, so indicate.
3. What provisions are being made for students currently enrolled in the program?

Program Title: _____

Budget Projection (for NEW and REVISED programs)

What new allocations are needed to implement this new program or program revision? Provide estimated expenses here and an explanation in the narrative.

	Year One Costs	Year Five Costs
Personnel		
Full-time (position[s], number, and approximate salary)	\$	\$
Part-time (positions[s], number, and approximate salary)	\$	\$
Library		
Monographs (approximate cost of new titles needed)	\$	\$
Periodicals (approximate cost of new titles needed)	\$	\$
Equipment (academic equipment, furniture, etc.)	\$	\$
Technology Needs (networking, phones, computers, etc.)	\$	\$
Supplies	\$	\$
Capital Expenditures	\$	\$
One-time Start-up Costs	\$	\$
Other (please explain)	\$	\$