

New Program Proposal Guidance

The New Jersey President's Council (NJPC) requires that we submit a specific set of forms when proposing new undergraduate majors or new graduate degree programs. Since they began requiring these forms, departments have generated one proposal for senate review and another for use by the external reviewer and submission to the NJPC. This has created extra work for program proposers and some delays in final program approval. At a time when there is increasing competition for student enrollment, and therefore an increasing need to develop and implement high demand programs in a timely manner, it is necessary that we update our new program proposal processes.

The new major/ new graduate degree program workflow recently added to Curriculog asks that proposers complete and attach the required NJPC new program form in lieu of the prior "Blue Form". The NJPC form includes much of the same information required in the "Blue Form" form as well as additional information required by the NJPC. One advantage to proceeding in this manner is that proposers will not need to produce a second document for the external reviewer and NJPC after senate review and, secondly, we will be able to start the external review (which requires that the NJPC form be completed) at the same time a program runs through our internal approval process and therefore we will be ready to move quickly from Senate review to Board of Trustees review to the Public Announcement phase.

Furthermore, the NJPC has recently been returning more proposals (from all colleges and universities) for revision than in previous years citing insufficient evidence that a program meets the new standards. By preparing the full NJPC proposal in advance, we can use our internal review processes to ensure that our new program proposals include all of the evidence required by the NJPC and reduce the chance that a proposal will be sent back for revision.

The required New Program Submission form can be found at the following location:

<https://www.wpunj.edu/provost/curriculum/curriculum.html>

Most sections include text in red intended to help guide proposers in what should be entered. When completing this form, a proposer should replace the red text with the actual content. Some sections have been pre-populated with text appropriate for most proposals.

Sections that proposers should pay particular attention to are the following:

- 1) **Assessment.** The NJPC wants to see that the curriculum is designed with a variety of student learning assessments that are appropriately scaffolded. They want to see sample rubrics that will be used for student learning assessment. They also want to see how the program is assessed and that we have mechanisms in place to modify or close a program if it is not successful.

- 2) Employer Input. The NJPC wants to see evidence that potential employers have reviewed the proposed curriculum and provided input for its design. This means that for any new program proposed, we must identify who provided input, how we collected the input, what input was provided and how we responded. This can be done with surveys, focus groups, meetings of advisory councils, etc.
- 3) Student and Employer Demand. The NJPC wants to see evidence of employer and student demand. While citing state and federal labor statistics is useful (and required), they also want to see that we have evidence for demand amongst the students we serve as well as local and regional employers. This can be done with surveys, focus groups, meetings of advisory councils, etc.
- 4) Duplication. If other colleges and universities in New Jersey offer this program, the NJPC needs to see that the program we propose has unique or distinguishing features (such as a specialty or modality not available elsewhere), will reach an audience that may not be able to reasonably enroll at other institutions and/ or provides students access to the program at a substantially lower cost.

If you believe you are ready to begin a new major or graduate degree program, please reach out and schedule a time to meet with the Associate Provost for Curriculum to discuss your proposal; they can provide suggestions and examples for how you may best address items required by the NJPC and can help you complete some sections, such as Standard 4 (Resources).