

PROGRAM PROPOSAL CHECKLIST  
(Detailed Checklist)

Institution \_\_\_\_\_

Program title and level \_\_\_\_\_

CIP Code \_\_\_\_\_ Date checked for complete information \_\_\_\_\_

Staff reviewer \_\_\_\_\_ External reviewers (if applicable) \_\_\_\_\_

**Letter from Chief Academic Officer**

\_\_\_\_\_ describes 1) how the proposed program fits into the institution's strategic plan and programmatic direction; and 2) for a proposed doctoral program, funding plans including a description of what the institution will stop doing or do differently in order to initiate it; anticipated effects of reallocation on any units losing resources; and strategies to reallocate resources for the entire set of programs, if more than one program is proposed.

**Cover page**

- \_\_\_\_\_ title accurately describes proposed program.
- \_\_\_\_\_ degree title and abbreviation are appropriate.
- \_\_\_\_\_ correct CIP code is stated.
- \_\_\_\_\_ terms and years of initiation and first graduates are realistic.
- \_\_\_\_\_ date of approval board of visitors or appropriate governing board.
- \_\_\_\_\_ location of the program within the institution including every level, as appropriate.
- \_\_\_\_\_ contact person(s) name and contact information is provided.

**Program Overview**

- \_\_\_\_\_ comprehensive overview of proposed program.
- \_\_\_\_\_ description of purpose of program.
- \_\_\_\_\_ brief description of program's mission and goals including relationship to overall institution mission.
- \_\_\_\_\_ description of any on-line delivery elements (if applicable).
- \_\_\_\_\_ list of internal and external partners and explanation of partnership (if applicable).

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**Description of Proposed Program**

- \_\_\_\_\_ the sponsoring unit's history, mission, and relation to other programs.
- \_\_\_\_\_ admission, continuation, and exit requirements.
- \_\_\_\_\_ number of credits for the degree. Justification should be given for more than 60, 65, (2-year institutions) or 120 credits (4-year institutions).
- \_\_\_\_\_ program administration or coordination
- \_\_\_\_\_ a semester-by-semester curriculum for the overall program, including major coursework or specialty track.
- \_\_\_\_\_ descriptions for all new, revised, support, and major courses.
- \_\_\_\_\_ statement of student learning outcomes.
- \_\_\_\_\_ course titles and descriptions of online courses, including delivery format.
- \_\_\_\_\_ qualifications for each faculty member who will be teaching in the program, including abbreviated curriculum vitae for faculty in graduate programs.
- \_\_\_\_\_ explanation of utilization of adjunct faculty and graduate assistants.
- \_\_\_\_\_ description of the advisory committee(s) and their involvement in program development and implementation.
- \_\_\_\_\_ detailed description of assessment plan(s) for student learning outcomes.
- \_\_\_\_\_ target student population
- \_\_\_\_\_ time to degree is described for graduate programs.
- \_\_\_\_\_ student retention and/or continuation plan (for doctoral programs).

**Evaluation of Program Effectiveness**

- \_\_\_\_\_ assessment plan for program effectiveness, including, methodology, timeframe, and metrics, where appropriate.
- \_\_\_\_\_ the benchmarks, including metrics, by which the program will be deemed successful, when they will be applied, what the institution will do if the program does not meet those benchmarks.

**Justification for Proposed Program**

- \_\_\_\_\_ most current information (with breadth and depth) included addressing historical issues/events (last 5 years) in the field regionally, statewide, nationally, and/or globally that support the initiation and need of the program at this time.
- \_\_\_\_\_ any other data/justifications for program initiation.
- \_\_\_\_\_ information is cited (where appropriate) with a full, correct citation.

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**Student Demand**

- \_\_\_\_\_ demand shown through survey; student survey included in the appendix.
- \_\_\_\_\_ survey questions constructed to determine whether students will enroll if the program is offered.
- \_\_\_\_\_ explanation of survey results.
- \_\_\_\_\_ survey data is within one year of submitting proposal to SCHEV.
- \_\_\_\_\_ demand shown through email or letters.
- \_\_\_\_\_ demand shown through enrollment in existing courses (preferably elective choices) that will be core courses for the proposed program (data reflects at least 3 years of student enrollment).
- \_\_\_\_\_ demand shown through data specific to degree level and other programs (similar or the same) – data includes institution name, program name, dates, number of applicants, number of students enrolled.
- \_\_\_\_\_ “Summary of Projected Enrollment for Proposed Program” form completed correctly.
- \_\_\_\_\_ student attrition projections included.

**Employment Demand**

- \_\_\_\_\_ job descriptions and/or further study for which graduates will be prepared.
- \_\_\_\_\_ job announcements show date of publication and are within 6 months of submitting the proposal to SCHEV.
- \_\_\_\_\_ jobs appropriate to degree level; ad demonstrates level and location.
- \_\_\_\_\_ letters of support indicate need and hiring.
- \_\_\_\_\_ future demand for graduates, including BLS and VEC projections.
- \_\_\_\_\_ potential changes in employment market which may affect program are described.
- \_\_\_\_\_ full and correct citations are provided.

**Duplication**

- \_\_\_\_\_ institution and program name for other programs at public institutions in Virginia.
- \_\_\_\_\_ explanation of similarities and differences in the curriculum to the proposed program.
- \_\_\_\_\_ consideration given to region and/or state.
- \_\_\_\_\_ average enrollment and graduation data (over most recent 5 years) for each existing program.
- \_\_\_\_\_ program outcomes relative to employment opportunities and differences between the proposed program and existing programs, if appropriate. Include state and regional information.

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**Program Resource Needs**

- \_\_\_\_\_ detailed narrative describing costs in each category for initiating and operating the program.
- \_\_\_\_\_ Are the resources adequate to deliver the program (faculty, staff, labs, technology)?
- \_\_\_\_\_ description of the narrative for operating expenses supports funding included on the Projected Resource Needs form.
- \_\_\_\_\_ description of sources of funds and the anticipated effect of reallocation.
- \_\_\_\_\_ used Alternative Form for Resources, if appropriate.
- \_\_\_\_\_ "Project Resource Needs for Proposed Program" form, completed correctly.
- \_\_\_\_\_ Statement of Impact completed.
- \_\_\_\_\_ signature page has an original signature of chief academic officer.
- \_\_\_\_\_ need for additional resources to initiate or operate this program anticipated.
- \_\_\_\_\_ projected source(s) for additional resources, if applicable.
- \_\_\_\_\_ additional state resources for the program, if applicable.
- \_\_\_\_\_ logical and adequate cost projections.
- \_\_\_\_\_ FTE ratio is approximate/follows state recommendations for faculty/student ratio.

**Proposal Cohesiveness**

- \_\_\_\_\_ Overall, does the information provided throughout the proposal support the program?
- \_\_\_\_\_ Do contradictions or inconsistencies exist?
- \_\_\_\_\_ Is the supportive evidence valid?
- \_\_\_\_\_ Does the appendix have the appropriate supportive documents?
- \_\_\_\_\_ Has information been cited completely, clearly, and correctly?
- \_\_\_\_\_ SCHEV's forms have not been altered.
- \_\_\_\_\_ Are contractual arrangements with internal and external resources and partners documented?