

New Program Proposal/Evaluation guidelines

To provide some clarity on how curriculum proposals for new degree programs should be evaluated, to ensure that committees are not duplicating the efforts of others, and to reduce workload between committees, the Office of Curriculum, Assessment, and Accreditation suggests that each committee is responsible for evaluating specific items as noted below:

Evaluation item	College curriculum committees	Dean	APP	URP	Senate Curriculum Committee
Is the degree consistent with college priorities?	x				
Does the degree fit with college needs?	x				
Does the proposal duplicate other college level programs?	x				
Proposal editing for clarity should happen within the college. Proposals forwarded to university committees should be as complete/accurate as possible. Is the proposal properly edited, formatted, and complete?	x				
Is the Title appropriate, assuming the degree is not an interdisciplinary major?	x				
Is it likely the program can be sustained (i.e. is not the project of a single faculty member without widespread support)?	x				
Does the proposal clearly define impact criteria? If not – the college should not move it forward.	x				
Does the proposal clearly define premajor preparation? If not – the college should not move it forward.	x				
Does the proposal include a 2 year and 4 year roadmap? If not – the college should not move it forward.	x				
Does the proposal include a curriculum matrix and assessment plan?	x				
Are there any hidden prerequisites? If so, the proposal must be modified to account for those prerequisites.	x				
Can the program be funded through college resources?		x			
What are the space requirements within the college and has space been identified?		x			
Does the program rely on Global Campus offerings as a requirement? If so, the program cannot move forward.		x			
If a mirrored GC or IV program, do deans on both campuses approve and support? If not, the proposal should not move forward.		x			
If a mirrored GC or IV program, does the San Diego campus department support? If not, the proposal should not move forward.		x			
Does the proposal have a CIP code?		x			
Do all the classes needed for a new program exist or have they been requested through the curriculum process? If not, the program cannot move forward.		x			
If a program relies on classes from other units, is there a letter of support from those units? If not, the originator should clearly explain why not.		x			
Is the program consistent with CSU offerings?			x		
Do the DLOs support the University's Institutional Learning Outcomes?			x		

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If the proposal requires funding from university resources, is that funding justified?				x	
How many TT hires are needed and does the university have the appropriate funding?				x	
If space is not currently allocated to a college is required, does the committee recommend approving the space allocation?				x	
What library resources are needed and are those needs appropriately resourced?				x	
Does the program substantially duplicate other university programs with regards to curriculum and if so, is the <i>budget</i> for the program justifiable? While no program owns curriculum content, committees can consider if <i>budgetary needs</i> are justified based on degree of overlap (i.e high-cost program with substantial overlap might not be justified while a low cost program with substantial overlap might be justified).				x	
Is student interest appropriately documented to suggest program success?				x	
Is URP's additional questions for review document completed and included with proposal?				x	
Are the courses appropriate to cover the DLOs?					x
If the degree is interdisciplinary or appears to transcend disciplinary bounds, is the Title appropriate?					x
Do the units align with CSU requirements?					x
Does the program substantially duplicate other university programs with regards to curriculum? While no program owns curriculum content, degree of overlap can be considered.					x
Does the sequencing of prerequisites make sense?					x
Does the program use courses from other departments and have those departments approved/have space for the additional students?					x
Are courses appropriately numbered for the level of the proposed program?					x
Overall course modalities and program modalities consistent with SDSU and CSU guidelines?					x
Is the assessment plan and curriculum matrix sufficient?					x