

Pratt Institute

Academic Initiative Proposal Guidelines

Introduction

This document describes the procedures for submission of proposals for academic initiatives originating in the Schools, CCPS, and the Libraries. Proposals for two types of initiatives, which usually require approval by the New York State Department of Education (NYSED), are covered:

- A. **New initiatives (Type A):** degree, concentration, diploma, and new concentrations or options in existing programs.
- B. **Major changes to existing programs (Type B):** exclusive of new concentrations, that affect the title, focus, design, requirements for completion, or mode of delivery of existing programs (A complete list appears in Appendix C: "NYSED Changes in a Currently Registered Program"). It includes study abroad programs in excess of three credits.

Type A academic initiatives require a **two step** submission process:

- Step 1: Initial concept proposals developed by the units are reviewed by the Chairperson, Dean or Director, and the Office of the Provost.
- Step 2: Upon concept approval, a full proposal is developed, which is reviewed as appropriate, by the respective school curriculum committee, the Dean or Director, the Academic Senate, the Office of the Provost, and the Academic Affairs Committee of the Board of Trustees.

Type B curricular changes do not require initial approval. Full proposals are submitted to the Dean or Director and then to the Office of the Provost.

Please note: All proposals requiring NYSED approval **must** be submitted through the Office of the Provost. NYSED will not accept requests from individual units.

Type A Proposal Submittal Process: New Program, Certificate, or Concentration

I. Concept Proposal Initiation and Review

Concept proposals for academic initiatives are initiated by departments and must be approved by the head of the originating unit (Chairperson, Dean, or Director).

In order for the Office of the Provost to be informed and prepared for new academic initiatives, department chairpersons must submit to their dean a brief description of the proposed academic initiative. The submittal should be concise and prepared according to the guidelines in the attached form entitled: "**Academic Initiative Concept Proposal.**" The Dean or Director forwards approved concept proposals to the Office of the Provost.

The Office of the Provost reviews the concept proposals for viability of the initiative and approves for further development those it considers viable. The criteria used in making decisions are: need and/or demand for the initiative; objectives of the initiative and relation to the Institute's mission and strategic directions; resource needs; and impact on budget and on other programs and schools. Approval from the Office of the Provost is necessary to develop a full proposal. Upon the Provost's approval, the initiating unit is notified and information copies are submitted to Dean's Council, the Academic Senate,

Senior Staff, and the Academic Affairs Committee of the BOT. Additionally, the Office of the Provost forwards the approved concept application to the division of Institutional Advancement to initiate application for external funding, if appropriate.

II. Full Proposal Development

When the concept proposal has been approved, the department or other unit develops a full proposal by completing the appropriate attached **"Full Proposal"** form and NYSED's "Application for Registration of a New Program." The department chairperson approves and forwards the proposal to the appropriate Dean, who, in turn, forwards the final proposal to the School Curriculum Committee. The Dean of LIS, and Directors of CCPS and Libraries forward the proposal to the Office of the Provost.

III. Review by School Curriculum Committee

The School curriculum committee reviews the proposal for academic merit, that is, for appropriateness, comprehensiveness, rigor, and cohesion of the curriculum. It also examines the relationship of the proposed initiative to the academic programs of other departments and the school as a whole to identify redundancies as well as opportunities for collaboration and sharing of resources. Both the overall proposal and individual course submissions are reviewed at this time. The approved proposal is submitted by the committee to the dean for review.

IV. Review by Dean

The Dean's review and approval should be based on his/her determination that the proposal is consistent with plans for the long-term development of the school, that all budget needs of the proposal (teaching positions, space, equipment, supplies, staff, etc.) have been considered carefully, and that the Dean is prepared to give the needs of the program high priority in the school's budget. Proposals may be returned to the department for revisions. The Dean or Director submits the approved "Full Proposal" to the Office of the Provost, which forwards the proposal to the Academic Senate.

V. Review by Academic Senate

The Academic Senate reviews the proposal for quality and completeness of the proposed curriculum and individual courses and forwards its comments to the Office of the Provost.

VI. Offices of the Provost

The Office of the Provost reviews proposals for the extent to which they support the Institution's mission, quality, fiscal viability, and possible conflict with existing policies and state regulations. The Office of the Provost ensures that state submission requirements are fulfilled. Proposals may be returned to the school or other unit for further revision. When the final form is acceptable to the school or other academic unit and to the Office of the Provost, the Office of the Provost proceeds with application to NYSED and forwards the proposal to the Academic Affairs Committee of the Board of Trustees.

VII. Board of Trustees

The Academic Affairs Committee reviews the proposal for alignment with the institute's mission, vision, and strategic plan. Upon approval by the Board, the proposal is forwarded to the Office of the Provost for implementation. The Office of the Provost notifies the dean, department chairperson, and other offices of the initiative's approval and the implementation phase begins.

VIII. Implementation

Implementation of any initiative is the joint responsibility of the department, dean, registrar, Office of the Provost, and the offices of Enrollment Management and Institutional Advancement. Implementation, including the offering of any courses, is contingent upon completion of the following items:

- Budget approval and availability of funds (including external funding if appropriate).
- Approval by the state for initiatives requiring state notification or review.
- Notification and approval of program changes to accreditation authorities as appropriate.
- Development of marketing strategies and materials by the unit and office of Enrollment Management.
- Revision to, development of, and publication of appropriate bulletin materials.

Upon completion of the preceding steps, the Office of the Provost will notify the Registrar to post courses to the Colleague system for offering at the Institute. Additionally, units may proceed with facilities renovations, staffing requirements, and faculty employment as appropriate.

Type B Proposal Submittal Process: Changes to an Existing Program

I. Proposal Development

The department or other unit develops a proposal for a major curricular change by completing the attached **"Proposal for a Major Change to an Existing Program"** form. It also completes, in consultation with the Office of the Provost, any requests for approval forms required by NYSED.

II. Dean or Director

The unit head approves and forwards the proposal to the appropriate Dean or Director who, upon approval, forwards it to the Office of the Provost.

III. Office of the Provost

The Office of the Provost reviews the proposal for internal considerations (needed resources, alignment with mission, budget, etc) and compliance with NYSED regulations. It coordinates further steps, which may include review by the school curriculum committees and the Academic Senate, and forwards approved proposals to NYSED.

IV. Implementation

Implementation of initiatives involving program changes varies depending on the type of change being implemented. The unit proposing the change should consult with the Office of the Provost regarding required procedures.

Appendix A Glossary

(Based on NYSED definitions)

Program: major or curriculum leading to a degree or certificate. The educational requirements of a program must be registered with the New York State Education Department. The program title of a student's declared major appears on his/her transcript.

Concentration: significant sub-area of a program—specific group of courses open only to students in the program—approved by the New York State Education Department. Also referred to as **option** or **area of emphasis**.

Department: An administrative unit, which may include more than one programs and/or concentrations.

Dual Degree Program: combined curriculum, typically with a credit-saving component, that is registered with the New York State Education Department and that results in two awarded degrees. The title of a student's declared dual degree program appears on his/her transcript. The student may be registered in both schools at the same time.

Joint Degree Program: combined curriculum that is registered with the New York State Education Department and for which two academic units contribute to the educational requirements that lead to one awarded degree.

Minor: A free-floating group of courses within or across programs. Minors are available to students in the programs offering the minor as well as to students in other programs/departments.

Appendix B Submission Process Tracking

Type A proposal: New Program or Concentration	
Concept Proposal	
Submission to Dean or Director	
Submission to the Office of the Provost	
Notification to Department	
Full Proposal	
Submission to School Curriculum Review Committee by Dean	
Submission to Dean for Review	
Submission to Senate	
Submission to Office of the Provost	
Approval by Office of the Provost	
Approval by Board of Trustees	
Approval by NYSED	
Program included in bulletin, recruitment permitted	

Type B proposal: Major Change to Existing Program (except new concentration); New Study Abroad Program (in excess of three credits)	
Full Proposal	
Submission to Dean or Director	
Submission to the Office of the Provost	
Appropriate follow-up	
Approval by NYSED, if needed	
Changes included in bulletin, recruitment permitted	

Academic Initiatives Application Form **Type A-1**

New Degree or Certificate Program and New Concentration

Concept Proposal

This document outlines the information needed for a preliminary concept review of proposals for the initiation of new programs and substantial curriculum changes. It serves to notify the Office of the Provost of intent to submit a full proposal and also provides a summary of the initiative. The application should be approved by the dean before submittal to the Office of the Provost. Approval by the Office of the Provost is required to develop a full proposal.

Type of program [degree, certificate, concentration, study abroad]
in [academic area]
[Department]
[School]

Brief Description of intended initiative (limit to two pages)

Purpose

- What are the goals and objectives of the proposed program or curriculum change? How do they support Pratt's mission and strategic goals?
- What are the projected outcomes for students graduating from this program? (knowledge and skills you expect students to master and contributions graduates are expected to make to their profession and society)

Need/justification for proposed initiative

Please describe the need or reason for the proposed initiative. Address the following as appropriate:

- student demand; potential enrollment; expected enrollment for a five-year-period
- evidence of need for the program in the local and national labor markets; competitive advantage over similar programs in the region and nationally
- existence of similar programs at Pratt and in other institutions
- changes in the disciplines/professions and other national trends
- existing and anticipated need for graduates with the educational background provided by the program

Required Resources: Faculty, staff, reference resources, facilities, equipment, and technology

Can the initiative be implemented with re-allocation of existing resources? If not, what resources beyond those now on hand are necessary to successfully carry out this initiative? Be specific. Identify additional human resources needed to run the program (faculty, staff), as well as physical resources (space, equipment, technology) and library resources. How does the department propose that these additional resources will be provided? Discuss possible funding sources (internal, external).

Relationship with other programs/schools

Discuss any benefits to and possible collaborations and sharing of resources with other departments and schools. Also discuss any possible negative effects of the proposed initiative on demand for other programs/departments at Pratt.

Academic Initiatives Application Form **Type A-2**

New Degree or Certificate Program and New Concentration

Full Proposal

This document outlines the information that is to be submitted in support of requests for final approval of proposals for addition or termination of degree and certificate programs, and new concentrations in an existing program.

Type of program [name of degree, certificate, concentration]

in [academic area]

[Department]

[School]

(Completion of the New York State Department of Education's (NYSED) "Application for Registration of a New Program" is required. A separate attachment should be submitted following the NYSED guidelines which can be found in Appendix C or at: <http://www.highered.nysed.gov/ocue/programregistrationprocedures.htm>. It is recommended that the NYSED application be completed prior to developing the "Full Proposal" to avoid duplication of effort.)

Please provide the following information, as appropriate:

I. Executive Summary

- A. Background
- B. Mission/purpose
- C. Academic and career objectives of program or concentration
 - student learning outcomes (what will students who complete the program or concentration know and be able to do)
 - other program goals, such as contributions to scholarship in the area, contributing to general education, etc.

II. Need/Justification

- Relationship to Pratt mission and strategic plan
- Relationship to similar programs at Pratt and other institutions
- General national trends

III. Students

- Projected enrollments for a five-year period
- Student recruitment plan
- Admissions requirements (NYSED: "Application for Registration of a New Program" section 10: "Admissions")

IV. Curriculum

- Overall program or concentration requirements
- Concentrations and options (for new degree programs)

- Courses: core, required, required electives, general electives (NYSED: “Application for Registration of a New Program” sections 2: “Program Content and Requirements” and 3: “New and Revised Courses”)
- Schedule of courses (NYSED: “Application for Registration of a New Program” section 4: “Sample Program Scheduling”)
- Evaluation of program quality and effectiveness (NYSED: “Application for Registration of a New Program” section 5: “Evaluation”)

V. Faculty

- Existing faculty of core and other required courses (NYSED: “Application for Registration of a New Program” section 7: “Faculty”)
- Projected teaching loads for faculty (NYSED: “Application for Registration of a New Program” section 8: “Faculty Assignment”)
- Need for additional faculty (NYSED: “Application for Registration of a New Program” section 9: “Faculty to Be Hired”)

VI. Resources

- Staff
- Library and instructional materials (NYSED: “Application for Registration of a New Program” section 6: “Resources”)
- General and dedicated space requirements
- Equipment and technology requirements

VII. Budget

- Projected Five-Year Budget
 - Personnel Costs
 - OTPS costs

VIII. External Evaluations

- Accreditation Agencies
- Board of Advisors

IX: Appendices

- A. Course descriptions and syllabi
- B. Assessment plan
- C. Faculty curriculum vitae
- D. Board of advisors curriculum vitae
- E. *Reports of External Evaluators*

Academic Initiatives Application Form **Type B-1**

Full Proposal: New Study Abroad or Study Away Program

This document outlines the information that is to be submitted in support of requests for approval of full proposals for new study abroad or study away programs in excess of three credits

**Type of program [study abroad or study away]
in [academic area]
[Department]
[School]**

Please provide the following information:

I. Executive Summary

- Background
- Purpose of program
- Program goals: student learning outcomes (how is the program expected to enhance the students' education; how will students benefit from the program?)

II. Need/reason

- Please describe the reason for the proposed initiative. Address the following as appropriate:
 - benefits of the program to Pratt students, faculty, and the institution as a whole
 - anticipated student demand for the program

III. Curriculum/ Program Offerings

- List the courses that will be taught in the program and the number of credits that will be earned for each course. Indicate if they are core or elective courses. (Please attach course descriptions and syllabi.)
- List other educational experiences the program will comprise and the number of credits that will be earned for each, if any.
- Will the courses be "Pratt" courses or offered through another institution? Which?
- Discuss how work requirements for credits awarded are equivalent to work for similar courses on campus.
- Discuss possible implications of participation in the program on the students' curriculum at home (e.g., missed required courses that need to be made up and/or their ability to graduate on time, etc.)

IV. Evaluation

- What grades will be given in these courses? How will they be translated into Pratt grades? How will the courses appear on the transcript? Are there any implications of grading for GPA, scholarships, etc.?
- What is the plan for handling student grade appeals?
- Describe the criteria that will be used to evaluate the program's quality and effectiveness? How will student learning and growth be assessed?

V. Students

- Projected enrollments for a five-year period
- Admissions requirements: What are the requirements for participating in this program? Describe how these requirements are intended to help assure success in the program
- Student recruitment plan

VI. Faculty

- List the names and qualifications of faculty members who will teach the courses offered and of other program leaders (Please attach curriculum vitae).

VII. Program Administration

- Discuss who will administer the program
 - If the program will be administered by Pratt, who will be the administrator? What will be her/his responsibilities?
 - If the program will be administered by Pratt and another organization/entity, please describe roles and responsibilities of each.
- Insurance coverage: explain who will carry liability insurance for program. You must check with and get clearance from the office of the Vice President for Finance and Administration.
- Resources: Please discuss the need for staff, facilities, equipment, computers, library, and other resources and how these needs will be met.
- Student services: explain student support services available to students
- Student housing: what options are available to students?

VIII. Student Costs

- Tuition and fees
- Housing
- Books/materials
- Other costs
- Will students who study abroad/away be eligible for Pratt financial aid?

IX. Budget

- What are the anticipated costs of the program to Pratt? Please provide an itemized budget to cover:
 - Faculty and Staff salaries
 - OTPS
- What is the anticipated income from the program? If the program is offered with another entity, how is tuition divided? Please provide a five-year model showing the following:

1	2	3	4	5
Expected Enrollment	Credits	Total Pratt Tuition and Fees	Pratt Tuition Discount (Tuition and Fees going to other entity)	Net Pratt Revenues (column 3 minus column 4)
Year 1				
Year 2				
Year 3				
Year 4				
Year 5				

X: Appendices

- Course Descriptions and Syllabi
- Faculty curriculum vitae
- Other relevant materials

Academic Initiatives Application Form **Type B-2**

Full Proposal: Major Change to an Existing Program

This document outlines the information that is to be submitted in support of requests for final approval of proposals for major changes to existing programs (e.g., new minors, titles, curricular changes). A complete list of changes requiring completion of proposals appears in Appendix D.

**Type of other curricular change
in [academic area]
[Department]
[School]**

Please provide the following information as appropriate:

I. Executive Summary

Please describe the context

- the background and current status
- Intended program changes
- Justification for changes

II. Students

- Projected enrollments for a five-year period
- Student recruitment plan
- Admissions requirements (*NYSED: "Application for Registration of a New Program" section 10: "Admissions"*)

III. Curriculum

- Indicate the courses to be added/deleted with a brief rationale, and provide curricular outlines of the current program and the revised curriculum, indicating the changes. For any new course not described in the bulletin, provide a copy of the syllabus. (*Complete Program Scheduling Table.*)

IV. Faculty

- Existing faculty who will teach added courses (*NYSED: "Application for Registration of a New Program" section 7: "Faculty"*)
- Projected teaching loads for faculty (*NYSED: "Application for Registration of a New Program" section 8: "Faculty Assignment"*)
- Need for additional faculty (*NYSED: "Application for Registration of a New Program" section 9: "Faculty to Be Hired"*)

V: Appendices

- *Course Descriptions and Syllabi*
- *Faculty Curriculum Vitae*
- Other relevant materials