



# VILLANOVA UNIVERSITY

Office of the Provost

## Form to Propose New or Change Academic Programs

Type of program (check one): Major  Minor  Concentration  Certificate  Degree

Other (specify)  \_\_\_\_\_

New program/curriculum?

Revision of existing program/curriculum?

Suspension of existing program/curriculum?

Termination of existing program/curriculum?

Department(s) or Program offering this proposal:

Audience of program (check one or more): Undergraduate  Graduate  Non-degree  Non-credit

Modality (check one): On-Campus  Other Location  100% Online  Hybrid

Budget Model (check one): Entrepreneurial Program  Traditional University Program

Title and Formal Catalog Description of Program:

Effective Date Program Begins, Suspends or Terminates (semester and year):

**Instructions:**

Use Clean Catalog: Colleges (except CWSL) should document all curricular changes or the curriculum for new programs in draft form in Clean Catalog and submit this documentation as a pdf to the Registrar for their review before the final proposal is circulated for signatures. Currently only the undergraduate, CLAS graduate, and non-credit CPS programs are available in Clean Catalog. Other graduate programs should make their own submission of the programs in the clean catalog format while we anticipate their move to this software.

Digital Badges: a digital badge may be used to electronically display approved degree specializations, credit-bearing certificates, a non-credit certification, a non-credit course or a non-credit certificate. A digital badge cannot be used for full-degrees, majors, minors, or for individual credit-bearing courses. The design of the badge must align with one of the pre-existing, approved University templates created by University Communication and Marketing. Explain the intended use of the digital badge, including how the skills outlined within the badge itself align to future opportunities, when discussing the program structure in the proposal.

Minor Changes (e.g. adding or deleting required courses from the program): Attach an explanation of the change and secure all required signatures under “Minor Changes” on the following page.

Terminated or Suspended Programs: Attach an explanation of why the program is being terminated or suspended including the number of affected students and associated teach out plans. In addition, provide details of impacted staff and how their responsibilities are being reassigned as well as associated faculty and any anticipated impact on their load. Also provide a list of affected courses by college and department. Secure all required signatures under “Terminated or Suspended Programs” on the following page.

New or Substantially Revised Programs: Follow the directions for steps one through three on the third page.

*Note: If the creation of new courses, or modification of old courses, is required to implement a new or modified program, please use the Changes to Course in the Course Catalog form, either in conjunction with this form or subsequent to the approval of the new or modified program.*

## REQUIRED SIGNATURES

By signing below, the individual indicates that his/her office has been consulted and has no material reservation about their willingness and ability to support the proposal.

### STEP 1 APPROVALS, MINOR CHANGES AND TERMINATED OR SUSPENDED PROGRAMS:

#1 Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

#2 Cooperating Department Chair\*: \_\_\_\_\_ Date: \_\_\_\_\_

#3 College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

#4 Cooperating College Dean\*: \_\_\_\_\_ Date: \_\_\_\_\_

#5 Vice Provost, Finance/Administration: \_\_\_\_\_ Date: \_\_\_\_\_

#6 Senior Vice Provost for Academics: \_\_\_\_\_ Date: \_\_\_\_\_

### STEP 2 ADVISORY COUNCIL:

This meeting has been scheduled by the Senior Vice Provost for Academics on: \_\_\_\_\_

at: \_\_\_\_\_ in room: \_\_\_\_\_

If you have any questions, please contact the Office of the Provost at 610-519-4525.

### STEP 3 FINAL APPROVALS FOR NEW OR SUBSTANTIALLY REVISED PROGRAMS:

#1 Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

#2 Cooperating Department Chair\*: \_\_\_\_\_ Date: \_\_\_\_\_

#3 College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

#4 Cooperating College Dean\*: \_\_\_\_\_ Date: \_\_\_\_\_

#### #5 Additional Signatures (as noted):

Bursar: \_\_\_\_\_ Registrar: \_\_\_\_\_ Financial Aid: \_\_\_\_\_

UNIT: \_\_\_\_\_ Library: \_\_\_\_\_ Other: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_ Other: \_\_\_\_\_

#6 Vice Provost, Finance/Administration: \_\_\_\_\_ Date: \_\_\_\_\_

#7 Senior Vice Provost for Academics: \_\_\_\_\_ Date: \_\_\_\_\_

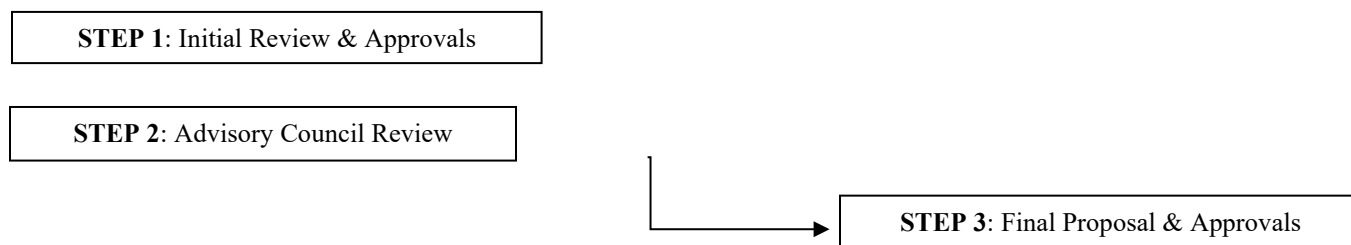
*\*If there is more than one cooperating department chair or college dean, please attach additional signatures in an appendix.*

## NEW OR SUBSTANTIALLY REVISED ACADEMIC INITIATIVES: GUIDELINES

Academic initiatives (new degrees, programs, majors, minors, concentrations) and changes to existing programs which are consonant with Villanova University's strategic plan are encouraged.

To start, please complete the checkboxes on the upper portion of the first page of this form to classify the type of program and the magnitude of the change. Subsequent instructions provide further clarity as to the required steps to obtain approval.

Proposals for new or substantially revised credit and non-credit programs follow the below process:



Please note that this is an iterative process and comments and feedback received may require the sponsoring party to revise previously submitted materials prior to receiving final approval.

**STEP 1: Initial Review & Approvals:** Attach a proposal (maximum 10 pages) in which you preliminarily explain items 1-8a in the “Proposal Criteria” table on the following page. Circulate and discuss the proposal with the noted individuals in the order in which they appear under Step 1 on the previous page, incorporating any necessary edits prior to securing their signature. Please note that if you anticipate that your program will have any impact on existing curricula in other departments or colleges (as described in response to item # 6 in the “Proposal Criteria” table on the following page), you will need to secure the signatures of the associated department chairs and college deans. Final review and approval will be conducted by the Senior Vice Provost for Academics. Signatures and the proposal should be sent for this final review via PDF to [academics@villanova.edu](mailto:academics@villanova.edu). If final approval is granted, the Senior Vice Provost for Academics will schedule a meeting with the Advisory Council and note the date, time and location on the signature page under Step 2. The Senior Vice Provost for Academics will also indicate (on the previous page under Step 3 item #5) who needs to review and formally approve the final proposal.

**STEP 2: Advisory Council Review:** Present a 20-30 minute presentation of the new or substantially revised credit or non-credit program focusing on the most pertinent items from the “Proposal Criteria” table on the following page. Formal remarks will be followed by a Q&A session. After submission and approval of the preliminary proposal in Step 1, the Senior Vice Provost for Academics will schedule the meeting and note the date, time and location on the previous page under Step 2. The advisory council is comprised of members of the student support service areas and provides a forum for operational guidance and advice prior to submitting a formal proposal. This step does not include an approval process, rather it is designed to be advisory in nature and assist the program sponsors in considering important administrative details when structuring their programs. While this committee has been assembled to help streamline the communication process, please note that there are other offices on campus that could be impacted by your program and/or from whom you may benefit from separate consultation. These offices may include but are not limited to:

- Enrollment Management (for student recruitment, enrollment issues)
- Facilities Management (if facilities must be constructed or modified)
- Office of Education Abroad (if the program has international or study abroad aspects)
- Student Life or Residence Life (if the program involves their programs and operations)
- Alumni Relations or Development Office (if the program involves alumni or fund-raising)
- Career Center (for employment and career development considerations)
- Office of the Vice President and General Counsel (for any legal implications)
- Campus Ministry (for service learning or liturgical considerations)
- Office of Strategic Planning and Institutional Effectiveness (for surveys, etc.)

**STEP 3: Final Proposal & Approvals:** Attach a final proposal in which you comprehensively explain all items in the “Proposal Criteria” table on the following page for the respective program type (i.e. credit or non-credit). This may require that you revise and elaborate on descriptions submitted as part of Step 1 based on any additional guidance received. Circulate and discuss the proposal with the noted individuals in the order in which they appear under Step 3 on the previous page (including the individuals noted in #5 by the Senior Vice Provost for Academics), incorporating any necessary edits prior to securing their signature. Please note that this step does require securing a second signature from individuals who approved the initial proposal in Step 1, including signatures from cooperating department chairs and deans as applicable. Complete proposals and signatures should be sent via PDF to [academics@villanova.edu](mailto:academics@villanova.edu). Final review and approval will be conducted by the Senior Vice Provost for Academics. If a new degree is approved, it will then be submitted to the Academic Affairs Committee of the Board of Trustees for review and approval. Normally, this process would not exceed four months following the final approval of the Senior Vice Provost for Academics.

PROPOSAL CRITERIA		CREDIT	NON-CREDIT
1	Describe the program's objectives	X	X
2	Justify the program in terms of the University's mission and strategic plan. Any new academic program and changes to existing programs must be grounded in, and must be an implementation of, the University's strategic plan.	X	X
3	Market Analysis – Identify competitors, explain the program's unique position, likely student profile and demand.	X	X
4	Program Structure – Explain the adequacy of existing courses, need for new courses, frequency of course offerings, use of digital badges (if any) and provide a sample curriculum sequence and academic calendar.	X	X
5	Program Delivery – Describe the modality and technology to be used. For online and hybrid programs, also describe asynchronous and synchronous elements, the relationship to the campus program (if applicable) and any residency requirements.	X	X
6	Explain any impact on existing curricula in other departments and Villanova colleges.	X	X
7	Provide a timetable for implementation including a course development plan.	X	X
8	Budget Analysis: Any academic program must have a budget and human resource base that substantially guarantees its sustainability without adverse impact on other programs. a) Provide anticipated revenue (credits/enrollments) and expenses (faculty, staff and technology). Please specifically list any new faculty or staff who will need to be hired. Also describe the cumulative effect of the additions/changes on the existing credits/revenue and expenses/resources of the college. b) Provide a detailed <u>three year budget</u> and any supporting documentation <u>using the template provided below</u> . Projections should be reviewed and discussed with the college finance director.	X	X
9	Explain the admission and completion requirements including the frequency of new student starts.	X	
10	Third-Party, Vendor and/or Corporate Relationships – Analyze the pros/cons of partnering and describe the scope of proposed services, breakdown of responsibility by major functional area, financial arrangements, proposed length of partnership and vendor/partner support team.	X	X
11	Assess the adequacy and availability of student academic support areas (e.g. library, learning commons, career center), facilities (classroom, lab, office space), special equipment, etc.	X	X
12	Accreditation (Regional and Professional) – Provide a fully developed assessment plan including an explicit statement of student learning objectives and outcomes, measurement techniques, assessment schedule and the process by which the information will be used to inform future improvements.	X	

**Budget Template (see #8b in “Proposal Criteria” table above):**

**Entrepreneurial Program**

Tuition Rate  
Special Fee(s)  
Projected New Students  
Projected Total Enrollment

**Gross Revenue**

- University Overhead<sup>1</sup>  
- Fin Aid/Scholarships

**Net Revenue**

**Expenses**

Full-Time Faculty Salary (In Load)<sup>2</sup>  
Faculty Salary (Adjunct/Overload)  
Course Development Expenses  
Staff Salary  
Benefits<sup>3</sup>  
Program Expenses  
Marketing Expenses  
Other General & Admin Expenses

**Total Expenses**

**Net Profit (Deficit)**

**Traditional University Program (Undergrad/Summer/Grad)**

Tuition Rate  
Special Fee(s)  
Projected New Students  
Projected Total Enrollment

**Gross Revenue**

- Fin Aid/Scholarships

**Net Revenue**

**Expenses**

Faculty Salary (Adjunct/Overload)  
Course Development Expenses  
Staff Salary  
Program Expenses  
Marketing Expenses  
Other General & Admin Expenses

**Total Expenses**

**Net Profit (Deficit)**

Notes: <sup>1</sup>15% on first \$1 million in revenue; 8% thereafter; <sup>2</sup>1/8 of base salary per three credit course taught (in load); <sup>3</sup> 30% of full-time faculty and full-time staff salary; 10% of adjunct/overload.