NEW PROGRAM REVIEW CHECKLIST

The goal of this review is to ensure that EPC members approve a new program that is consistent with the university's mission and strategic plan; the program's content and outcomes align with best practices; and the proposed has college support and the resources necessary to be viable.

Basic Characteristics	Meets	Does Not Meet	Needs Clarification
Focus of the program is well defined			
Program title reflects the discipline and the nature of the degree			
Program title accurately reflect the curriculum and overall learning objectives/outcomes			
Program aligns with the university's and college's mission and strategic priorities			
Program does not duplicate or substantially overlap with existing program(s)			
Length (e.g., total credit hours, timeline for completion) is appropriate for this type of program			
If graduate, distinction is made clear between this program and an undergraduate program in the same or related discipline			
If undergraduate, curriculum allows for students to complete university requirements without additional time to graduate (e.g., Kent Core, diversity, experiential learning, writing-intensive, upper-division)			
Proposed program delivery (on campus/location, online, accelerated) is clearly explained and justified			
If interdisciplinary, evidence is provided that the academic unit consulted/collaborated with other departments at the university			
Academic Quality	Meets	Does Not Meet	Needs Clarification
Program aligns with the proposing academic discipline			
Curriculum is consistent with disciplinary accreditation requirements or professional association best practices (if applicable)			
Proposal is clear that the program's culminating (or integrated learning) experience will contribute to student preparation in a future academic or professional setting			
Curriculum provides an incremental mastery of content as students make progress through the program			
If master's level, majority of courses are fully advanced courses (i.e., not 5-level courses slashed with undergraduate 4-level courses)			
Curriculum aligns with the student learning outcomes required for this type of program			
Proposal provides an appropriate assessment and evaluation plan of student outcomes and addresses the process to monitor student success			

Institutional, Faculty and Staffing and Student Support	Meets	Does Not Meet	Needs Clarification
Faculty expertise and credentials are appropriate for the program			
Proposal provides sufficient evidence of existing and/or committed resources (i.e., financial, facilities, equipment, library) to support program sustainability			
Faculty resources are sufficient for the program's research component (if applicable)			
Projections of future growth in the program are realistic with a plan to manage the growth			
Administration for the proposed program is adequate to ensure dedicated oversight of academic quality and student success			
Current departmental clerical and advising staff are sufficient to incorporate new program			
Library resources are documented and sufficient			
Proposal includes supporting letters from related disciplines and/or departments of courses included in the proposed curriculum			
Need and Market Evidence	Meets	Does Not Meet	Needs Clarification
Proposal demonstrates—with clearly defined, objective and realistic data—sufficient employer need and student demand in the Northeast Ohio, the state and the country			
The college is targeting the right audience for the program			
The program will draw new students to the university rather than existing students enrolled currently in other programs at the same level			
Research has been conducted on similar programs in the region and, if any exist, a sound rationale is given for why this program is needed			
Proposal Quality	Meets	Does Not Meet	Needs Clarification
Proposal is clear and understandable to readers outside the discipline			
Sources of information are cited and referenced			
Proposal is polished, free of errors and ready for submission			

Reviewer Notes: