Program Proposal Guidelines

Faculty who wish to propose new programs (majors or minors) must complete a program proposal. These proposals must be reviewed and approved by the department chair, the Provost, the Academic Policies Committee, the faculty, the President, and the Board of Trustees.

A program proposal should begin with a narrative overview of the proposed program, including a rationale for the program both in terms of the relationship between the proposed program and existing programs, and between the proposed program and the mission of LaGrange College. Ideally this overview will also provide some estimate of expected demand.

The narrative overview and rationale should be followed by the description of the program *as it will be published in the Bulletin*, including a short introduction to the program, the objectives of the program, the requirements of the program, and a list of required or elective courses, including course numbers and catalog descriptions.

The catalog copy should be followed by course proposals for each new course required by the program. Each course proposal must be supported by the librarians' assessment of the adequacy of current library holdings.

The completed program proposal must then be forwarded through several relevant offices for review. Each of these people/committees must sign off on the proposal, indicating their consideration of the issues specified and their support, in order for the proposal to move to the next stage of review.

First, the person presenting the proposalshould review the proposal to ensure that the proposal is complete, that the proposed offerings do not duplicate existing offerings, that existing (or expected) faculty are (or will be) sufficient to staff the course, and that the proposed courses are sufficient to give students a reasonable overview of the topic.

Second, the department chair should review the proposal, paying particular attention to issues of staffing within the department and budgetary considerations.

Third, the proposal should be forwarded to the Provost who will review the proposal, paying particular attention to the rationale for the proposal, and to issues of staffing (within the program, the department, and in the Core) and budget. Issues of expected demand may also influence the Provost's assessment. The Provost's signature is to be interpreted that the program and its components have received "administrative" approval, and can be staffed and funded (and will be, if approved).

Programs that receive the Provost's assurance of administrative support will be reviewed by the Academic Policies Committee to assess the academic adequacy of the proposed program and its contributions to the "academic rigor and quality" of the institution.

Program proposals that receive the approval of the APC will be forwarded to the faculty for approval at the next faculty meeting. Any new program approved by the faculty will be sent to the President, for his or her approval, and, subsequently, to the Board of Trustees for its review.