



ROCKY
MOUNTAIN
COLLEGE

From: The Office of the Provost and Academic Vice President

To: Faculty, Division Heads, Associate Provosts

RE: New Academic Program Proposal Guidelines

Date: January 25, 2018

The following is intended to outline the process for developing new academic program proposals. As per policy, all new academic programs are sponsored Provost/AVP; therefore, the office of the Provost/AVP should be consulted at the initial stage and frequently throughout the stages of program consideration.

STAGE ONE: Initial Consideration (expected timeline of 4-12 months)

1. Proposers should familiarize themselves with current policy regarding new program proposals (F-001-01-0019) and arrange a meeting with the Provost's office to discuss the program's potential. Expect to discuss the following:
 - a. Does the program align with RMC mission and identity?
 - b. Does the program fit with strategic planning?
 - c. What will be the facility and human resource capacity needs?
2. If the proposal moves forward, the Provost will request a market and financial analysis for the proposed program.
 - a. A lot will depend on the quality of these analyses. Outside entities are likely to be employed to complete satisfactory analyses.
3. Meet with the Provost's office to review the analyses.
4. Depending on this outcome of this conversation, either discontinue program consideration, pursue further analysis, or begin developing the formal proposal.

STAGE TWO: Proposal Development (expected time of 6-12 months)

1. Develop program proposal according to the New Program Development Template.
 - a. During this process arrange at least monthly meetings with the Provost's office to review the draft proposal.
 - b. This stage will include planning for all institutional capacity considerations, including but not limited to admissions, physical facilities, library needs,

specialized accreditation, operational expenses, start-up expenses, program faculty and staff needs, effects on existing programs, curriculum, and learning outcomes.

STAGE THREE: Faculty Review (6-12 months)

1. When the proposal is ready, the Provost will submit it to the Curriculum Committee for review, as per policy. At this point the proposal is effectively under the “ownership” of the Provost, who must be prepared to speak to the new program in all of its relevant details.
 - a. After considered review, the Curriculum Committee will submit a report to the Provost that may approve the proposal or request clarification or revision. The primary focus of the Curriculum Committee will be the curricular integrity of the program and the quality of the learning outcomes. The Curriculum Committee may request consultation with other relevant committees (e.g., the Assessment Committee) or with the Provost.
2. If or when the proposal is ready to move forward, it will be submitted to the FXC for review and potential inclusion on a faculty meeting agenda.
 - a. The FXC may either move the proposal forward or send it back to the Curriculum Committee with specific concerns.
3. If approved for agenda inclusion by the FXC, the proposal will be presented to the faculty at a faculty meeting.
 - a. The faculty may either approve the proposal, reject the proposal, or request revision and/or clarification.

STAGE FOUR: Board Approval (expected timeline: 6-12 months)

1. The proposal will be presented by the Provost to the Education Committee of the Board for consideration.
 - a. The Education Committee may either approve the proposal, reject the proposal, or request revision and/or clarification.
2. If approved by the Education Committee the proposal will be submitted to the full BOT.
 - a. The BOT may either approve the proposal, reject the proposal, or request revision and/or clarification.

STAGE FIVE: NWCCU Approval (expected timeline: 6-12 months)

1. A major or minor substantive change form must be submitted to the NWCCU.
 - a. The NWCCU may either accept the proposal, reject the proposal, or require more information or clarification for further review.

STAGE SIX: Approval, Hold, or Specialized Accreditation (expected timeline: 0-12 months)

1. The new program will, at this point, either be launched, held back for internal reasons (e.g., failure to retain adequate staffing or facilities), or require specialized accreditation.