

Guidelines for the Development of New Doctoral Programs

I. Procedure (See also accompanying flow chart)

Step I Planning Phase: Concept Proposal (PLANNING FORM IA: PROPOSED NEW DOCTORAL PROGRAM)

The proposing unit developing a new doctoral program must first prepare a Concept Proposal using Planning Form IA (<http://academicaffairs.cmich.edu/apc/Word/NewDoctoralProgramProposalForm.doc>). This Concept proposal must address briefly the criteria in Section II below (corresponds to Section II, Planning Form IA). A Concept Proposal will likely be between six to eight pages in length in order to briefly address the stated criteria and inform the appropriate reviewing bodies of the merits of the proposed program.

The Concept Proposal must be reviewed and supported by the department or interdisciplinary council and the college curricular bodies. The results of the review shall be noted in the curricular minutes and shall accompany the proposal submitted to the appropriate dean. All documents are then forwarded to the Academic Planning Council (APC) which makes a recommendation to the Provost. If approved by the Provost the proposing unit will proceed to prepare a Full Proposal (Step 2).

Step 2 Planning Phase: Full Proposal (PLANNING FORM IA: PROPOSED NEW DOCTORAL PROGRAM)

The Full Proposal must address the stated criteria as outlined below. The Full Proposal must be reviewed and supported by the department or interdisciplinary council and college curricular bodies. The results of the review shall be noted in the curricular minutes and shall accompany the Full Proposal submitted to the appropriate college dean. If endorsed, all documents are then submitted by the dean to the Graduate Council for review.

The Graduate council will be concerned with the academic quality (not with resource issues, i.e. Criteria 7 & 8) of the proposed program. The Graduate Council will evaluate all documents using the criteria stated below and submit a report to the APC.

Upon the completion of the Graduate Council review, all documents (Full Proposal, department or interdisciplinary council and college curricular minutes, and graduate council report) are submitted to the APC for evaluation. The APC will make the final recommendation to the Provost. If the Full Proposal is approved by the Provost, the proposed program will then proceed through the appropriate curricular process (Step 3).

Step 3 Curricular Process

Once the full proposal has been approved by the Provost to proceed through the curricular process a New Academic Program Request Form (blue) and, if any new courses have been developed, the Course Request Form (green) and Master Course Syllabi must be submitted to the appropriate curricular bodies as outlined in the Curricular Authority Document (<http://academicssenate.cmich.edu/CAD.htm>). NOTE: The New Academic Program Request Form (blue), and the Course Request Form (green) and Master Course Syllabi for new courses do not need to be prepared during the planning phase process (Step 1 & 2 above).

II. Criteria to be Addressed

In bold below are the criteria that will be used in the evaluation of new doctoral programs. Beneath each criterion are questions that may assist in addressing the criterion.

1) The program supports the mission and goals of the institution.

- a) Does this program support the mission of the university? Specifically, what institutional strength is it based upon? What societal need does it respond to (see 2a)?
- b) Does this program reflect on or support the priorities of the institution in terms of graduate education?
- c) Does this program support the mission and goals of the department's college and the

department?

- d) How will this program impact (positively and/or negatively) other university departments and programs?
- e) Will this program enhance CMU's image to external constituents?

2) There is a need (market and/or disciplinary) for the program.

- a) Is there an international, national, regional and/or statewide need for the program? For research programs, this need might be in academia or industry. For applied programs, there must be a demonstrated need for professionals in the field to acquire the doctoral degree. Provide evidence, including external supporting documentation, that such a need exists.
- b) Will the program meet the needs of or advance the state of the discipline or profession?
- c) Will internal institutional needs be met by the program?
- d) What evidence is there that the need for this program cannot be met through existing programs at CMU or other institutions within the state of Michigan?
- e) If this is a new or emerging field, is there evidence that this field will continue to emerge and require individuals educated at the doctoral level?

NOTE: Evidence of market need might include results of employer surveys, current labor market analyses and projections, or need projections prepared by a relevant professional organization. Summaries of student interest are appropriate, but not sufficient evidence of need.

3) There is evidence of the potential for a high-quality program.

- a) How do experts in the field feel about the curriculum that has been developed? Has the program been reviewed by external reviewers?
- b) If appropriate, does the program meet specific accreditation requirements?
- c) Is the depth of the curriculum appropriate for a doctoral program?
- d) If there is a current CMU graduate program in the area, what is the general reputation (internally and/or externally) of that program?
- e) What academic services are available to assist students in succeeding in the program?
- f) How will quality be documented? How will quality in the future be ensured?
- g) What will students be expected to accomplish in the program (original research, applied research, as well as competencies)?

4) There is evidence of student interest and that the program will attract quality students.

- a) Who are the students to be served by the proposed program?
- b) How many students would optimally be enrolled in the program? Why is this the optimal program size?
- c) Given the anticipated size of the program, how will the program attract students, particularly strong students? Ethnically diverse students? Domestic and international students?

- d) What qualitative and quantitative measures will be used as admissions criteria?
- e) What opportunities will be available to students who pursue this degree program?

5) There is a plan for the ongoing assessment of student learning and the evaluation of the need for and feasibility of the program.

- a) What are the student learning outcomes?
- b) How will the student outcomes be assessed?
- c) How and when will the program be evaluated?

6) There is evidence that the faculty can provide a quality doctoral experience for students.

- a) Are current faculty (who would be involved in the program) active in their discipline and productive in their area of scholarship? Evidence should be provided (consultation, clinical work, grant writing, publications, presentations).
- b) Is there a sufficient number of the current faculty both qualified to and actively supportive of offering the doctoral program?
- c) Is the faculty (with appropriate credentials in this area) adequate in number for the program? If not, what evidence is there that the program can attract additional faculty for the doctoral program? If additional faculty are necessary, is the university/college willing and able to commit funding to support additional positions?
- d) What is the level of instructional effectiveness of the current faculty?
- e) Are the current faculty advising graduate students effectively?
- f) Are the faculty mentoring graduate students and their thesis work effectively?
- g) What is the current ratio of graduate faculty to graduate student? How will this change once the doctoral program is active?
- h) Are the faculty able to establish external links which may be necessary for internships or clinical practica?

7) There are financial resources required to support the program.

- a) What financial resources and opportunities will be available to attract high-quality students? Is the university/college/department willing to commit graduate assistantships/fellowships to the program?
- b) How would graduate assistants/fellows serve the university?
- c) What percent of students enrolled would be expected to receive financial support?
- d) What percent of students would be employed outside of the university while pursuing their degree?
- e) Will additional staff be required to support the program? If so, is the university/college willing to commit funds to support additional staff positions?

- f) Will the program be able to garner external research dollars?
- g) Will the program be able to garner gift money?
- h) How else might the program attract resources?
- i) What is the anticipated cost effectiveness of the program (resources required/anticipated positive impact)?

8) There are additional resources to adequately support the doctoral program.

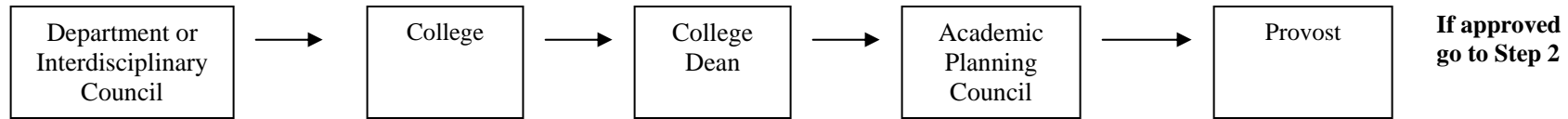
- a) Is there sufficient classroom space? If not, how will such space be made available?
- b) Is there sufficient office space for additional faculty and students with graduate assistantships? If not, how will such space be made available?
- c) Is laboratory space and equipment sufficient to support doctoral students? If not, how will such be made available?
- d) Are computer resources available? If not, will the university/college provide such resources?
- e) Are library facilities sufficient? What type of budget is necessary for the purchase of additional holdings? Is the university/college/department able to provide funds for the purchase of such?

9) For programs which are offered electronically, there is evidence that the program complies with *Best Practices for Electronically Offered Degree and Certificate Programs* by North Central Association. Specifically, the following must be addressed:

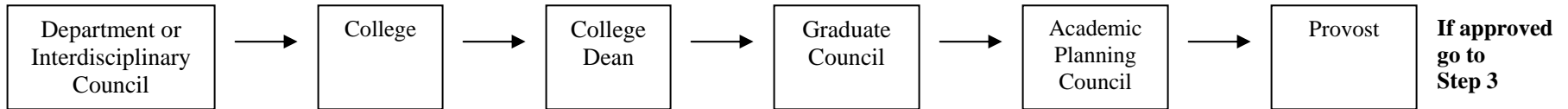
- a) Will the institution assure budgetary resources and technical support for the program, maintain academic oversight, and assure the integrity of student work and faculty instruction?
- b) How are interactions (synchronous or asynchronous) between instructor and student and among students reflected in the design of the programs?
- c) How will the institution provide ongoing support and training for faculty members?
- d) How does the program propose to provide advising and logistical information to the student?

Procedural Steps for Approval of New Doctoral Programs

1) **Step 1* Submit Concept Proposal:** Planning Form 1A



2) **Step 2* Submit Full Proposal:** Planning Form 1A



NOTE: *The Course Request Form (GREEN FORM) and Master Course Syllabi for new courses **are not** submitted during these Steps.

3) **Step 3 Submit Appropriate Curricular Forms:** Course Request Form (green) and Master Course Syllabus, if needed, and the New Academic Program Request Form (blue)

