

MEMORANDUM

To: Deans Council
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs
C: Chris Licata, Senior Associate Provost
Subject: Request for College Academic Master Plans
Date: 25 January 2018

Purpose: The purpose of this memorandum is to formally request that each degree-granting units (Colleges, GIS, and SOIS) construct a 7-year Academic Master Plan).

Request: RIT's strategic plan requires thoughtful consideration of our academic portfolio. We must be attentive to this portfolio as we build an international reputation in our academic programs; remain agile and responsive to market demands; and achieve our aspirations as a research university – all while facing enrollment challenges and resource constraints.

To facilitate a transparent, coherent, strategic approach to academic program development, I am requesting that each degree-granting unit develop a 7-year Academic Master Plan. Each plan shall specify the academic programs (undergraduate and graduate) that the unit would like to either (i) expand if existing; (ii) launch if new; or (iii) discontinue over the next 7 years using the program review process. Where possible, identifying market (student and employer) data to support the rationale of the program is advisable. The plan should reflect the principles of the [RIT Academic Portfolio Blueprint](#), available on the Academic Affairs website. I encourage colleges to collaborate and consider interdisciplinary programs in the process. The plan should be widely vetted in the unit and there should be a foundation of support for the plan from faculty within your unit.

Plan Details: The following elements shall be included for each new program identified in your unit's plan:

1. *Program Description.* Provide a brief description (250-500 words) of the program and why it should be added to our academic portfolio. The description should also provide evidence of graduate school or employment prospects for graduating students.
2. *Space Requirements.* Provide an approximation of incremental space needs for the proposed program.
3. *Incremental Hires.* Provide an approximation of incremental FTE (faculty and staff) needs for the proposed program.

For existing programs that you would like to remove from your portfolio, provide a brief justification (250-500 words) for discontinuance.

Due Date: May 30, 2018.