

## **NEW DEGREE PROGRAM IDEAS: INTENT DOCUMENT AND TIMELINE**

### **New Degree Program Ideas: Vetting and Gaining Approval**

The following process will be followed to vet new undergraduate and graduate degree program ideas at RIT. This approach helps provide transparency, secure community input and establish priorities for full program development.

#### **1. Public Posting of Program Idea**

The Provost's office will communicate annually with the RIT community about the timeline for proposing new programs and the importance of: collaboration across and within colleges, leveraging University resources and transparency within the University when new degree program ideas are generated by faculty.

The first step in this process will be the creation of an "intent" document, which describes the program in brief (see #2 below). The lead author/s of an intent document will deliver it to the dean/s of his/her college. The dean/s will ensure that faculty in the college have the opportunity to review the document and that it is vetted and voted upon via traditional college (and department/school) curriculum-review channels. The dean/s will forward the intent document to the Provost's office with a summary of the input provided by the college faculty. In cases where the intent document is not supported by college faculty, the Provost and the associated dean/s will determine the appropriate next steps.

The short "intent" document will be posted on-line by the Provost's Office for 45 days during which time the RIT community will review and provide comments on the proposed program. It is expected that there will be two dates in every academic year during which new program ideas are posted and vetted: October 15 and February 15. Prior to preparing this document, proposers are encouraged to consult with Enrollment Management to gain an understanding of market demand and competition associated with the proposed idea.

## **2. Intent Document**

The intent document will be no more than 2 pages and should contain:

- Program name
- Brief program description, including whether external professional accreditation will be required
- Program structure: credits hours, time to degree, participating departments/colleges when of an interdisciplinary nature, etc.
- Delivery mode: on campus, on-line, hybrid, cohort based, etc.
- Target audience: traditional college-age undergraduates, RIT alumni, working professionals, military, other
- Other information that will help the RIT community identify synergistic opportunities or overlap with existing degrees

During the review period, Enrollment Management will weigh in on market analysis and enrollment projections.

Likewise, the associated dean/s will confirm that he/she supports the intent document and, to the degree possible, provide a one page assessment of existing and incremental resources required for developing and implementing the proposed program.

## **3. Provost Review**

Following the vetting period, the Provost will review the ‘intent’ document, all community feedback provided, input from Enrollment Management and the associated college dean/s and will then consult with Deans’ Council prior to assigning a preliminary priority ranking\* to the new program idea as follows:

- High Priority—move to full program development immediately
- Low Priority—not ready to move to full program development
- No Priority—program idea will not move forward

## **4. Approval**

The Provost and the President will make the final decision regarding priority assigned to the new program idea.

## **5. Program Development**

When intent to develop a proposal is approved to move to full program development, a timeline is established. Financial analysis will occur as soon as the proposer has the curriculum finalized, projected incremental resources identified and enrollment projections verified. This analysis will be shared with the Provost prior to the proposal moving through internal curriculum review stages. Adjustments to the proposed program may be necessary based on the Provost's review of the cost model.

## **6. Effective Date: August 15, 2019**

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\*Many factors will be taken into consideration when assigning a priority ranking. These include the factors established under the Academic Blueprint Criteria. During the Intent Document stage, the following factors will weigh most heavily:

- I. Centrality to the University's mission, vision and values;
- II. Marketability, including evidence for both internal and external demand;
- III. Quality, particularly the opportunity for RIT to offer a distinctive program with the potential to be among the best in the nation;
- IV. Resource requirements and incremental additional cost balanced against considerations of centrality, marketability and quality.