Submission Protocols and Procedures for the College Curriculum Committee New Programs – Graduate and Undergraduate

1. Provost’s Spreadsheet for Calculating Margin on New Programs (1-31-11) along with an analysis of the numbers used to derive the calculations.
2. Application for the Registration of a New Program available from the State Education Department ([http://www.highered.nysed.gov/ocue/aipr/register.html).](http://www.highered.nysed.gov/ocue/aipr/register.html)) Note: this application is not necessary for the establishment of a minor.
3. Memorandum discussing: a) whether the proposed new program duplicates aspects of any existing program at Manhattan College (including the School of Continuing and Professional Studies); b) the anticipated impact of the new program on enrollments in other departments, especially in other schools; c) detailed learning goals for the program; d) a full curriculum map; e) a schedule for the assessment of the learning goals articulated in Item c; f) the explicit designation of either a person or a position responsible for assessment; and g) the specific types of assessment tools to be used. [Note: a comparison with other institutions can be used to illuminate claims about target audiences.]

Major Changes (more than 9 credits) to Existing Programs

1) Provost’s Spreadsheet for Calculating Margin on New Programs (1-31-11) along with an analysis of the numbers used to derive the calculations. [Many answers will be zero.]

2) Application for the Registration of a New Program available from the State Education Department (<http://www.highered.nysed.gov/ocue/aipr/register.html>), Questions 1-5, 9-10, Tables 1-3. Note: this application is not necessary for the establishment of a minor.

3) Memorandum discussing: a) what precisely is changing; b) whether the proposed changes impact any existing program at Manhattan College (including the School of Continuing and Professional Studies); c) the anticipated impact of the changes on enrollment in other departments, especially in other schools; d) detailed learning goals for the program; e) a full curriculum map; f) a schedule for the assessment of the learning goals articulated in Item d; g) the explicit designation of either a person or a position responsible for assessment; and h) the specific assessment tools to be used. [Note: a comparison with other institutions can be used to illuminate claims about target audiences.]

Note: The existing NY State form and the Provost’s spreadsheet can be found on the CCC’s Moodle site. Most proposals will use the “Registration of a New Program” while the School of Education will use the slightly different, but equivalent “Registration of a New Certificate Program.” If the State forms change, the CCC will update ASAP. Address specific questions about content to the chair.

Reminder: According to its By-laws, for consideration of a proposal, the CCC must receive it ten business days in advance of a scheduled meeting

Approved: November 28, 2012

Updates approved: March 20, 2018