



State University of New York

Memorandum to Presidents

Date: November 19, 1984 Vol. 84 No. 10

From: Office of the Vice Chancellor for Academic Programs,
Policy and Planning

Subject: Revised Procedures for Submission of Academic Program Proposals

To: Presidents, State University of New York

Attached is a copy of revised Guidelines for Submission of Academic Program Proposals. It details the procedures to be followed for the submission of letters of intent and program proposals, as well as the supporting information required at each stage.

This revision is the result of a year's experience with the Guidelines issued June 24, 1983 (Memorandum to Presidents Vol. 83, No. 7) and supersedes that document. Certain elements of the procedure are clarified in the new guidelines. In this document has been included the information required by the State Education Department for proposals which require Master Plan amendments (as outlined in the Department's Memorandum to Chief Executive Officers No. 25 dated January 15, 1976, and Memorandum to Chief Executive Officers No. 25 dated October 16, 1978). Thus the new guidelines address all the requirements of the State Education Department as well as those of the State University.

If you have any questions related to these new procedures, please do not hesitate to contact me.


Sherry H. Penney

Attachment

This memorandum addressed to:

Presidents, State-operated Campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information sent to:

President Coll
Vice Provost Spencer

GUIDELINES FOR SUBMISSION OF ACADEMIC PROGRAM PROPOSALS

I. Procedure for Submission of a Letter of Intent

The letter of intent should be addressed by the Campus President to the Vice Chancellor for Academic Programs, Policy and Planning. Copies should be shared concurrently with all SUNY presidential colleagues in the SUNY Coordinating Area for their comments. The coordinating areas are defined in a memorandum dated 9 December 1971 to Presidents from the Chancellor (Policy Handbook, #092). For a graduate program, the letter of intent should be shared also with the presidents of all SUNY graduate degree granting campuses.

The Vice Chancellor for Academic Programs, Policy and Planning will acknowledge receipt of the letter of intent, indicate the staff officer(s) to whom it has been referred for review and specify which of them will be the campus contact regarding the formal response to the letter of intent. The formal response will be made not sooner than 45 days from our receipt of the letter of intent in order to allow time for presidential colleagues to formulate their comments and communicate them in writing to the initiating President with a copy to the Vice Chancellor for Academic Programs, Policy and Planning.

The letter of intent should contain the best projections possible at this preliminary stage, according to the following outline:

A. Program identity

1. Proposed title
2. Proposed award: certificate or degree (authorized degree title and abbreviation from Rules of the Board of Regents, Sec. 3.50)
3. Proposed beginning date

B. Planning factors

1. Identify existing or projected programs of the campus in the same or related disciplines and the expected impact of the proposed program on them.
2. Identify similar programs at other institutions, public and private, primarily in the service area and region and, where appropriate, the potential impact on them.
3. Describe briefly proposed arrangements for required external clinical instruction, agency placement, practice teaching, internships, etc., if any, and how these arrangements would impact on other institutions using the same facilities, if any.

C. Need

1. Identify the potential need for this program for the clientele it will serve in terms of the economy and/or educational needs of the area in which it is to be located, New York State at large and, if appropriate, the nation. Particularly in the case of high-cost, narrowly focused technical programs, it is important that actual employment opportunities be identified, if possible.
2. Estimate student demand expected for this program and how it will be measured.

D. Fiscal Factors

1. Estimate headcount enrollments concentrating in the proposed program for the first five years of operation:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Full-time	_____	_____	_____	_____	_____
Part-time	_____	_____	_____	_____	_____

Since this expected enrollment may affect the future campus enrollment composition and totals, estimate the impact this program may have on campus total enrollments and the relative percentage distribution by broad discipline categories.

2. In considering funding requirements for this program, indicate the total cost requirements for this program proposal in its first five years of operation.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Operating	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Capital	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

What is the expected source of the funding to cover the operating costs of this program?

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Internal reallocation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Incremental funding	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

II. Formal Response to the Letter of Intent by the SUNY Central Administration

- A. The formal response to a letter of intent will authorize proceeding with proposal development or not, as deemed appropriate (cf. comments received from other campuses, as one element), and will provide information on the following matters from the Central Administration perspective:
1. incidence of like programs and pending letters of intent, University-wide; in addition, the monthly report of program developments will continue to be issued by the Office of Academic Programs, Policy and Planning;
 2. enrollment trends, University-wide, in the program area;
 3. names of other campuses which have discontinued a program of this kind, if any;
 4. HEGIS number;
 5. Master Plan amendment considerations, if any;
 6. when the program would lead to professional licensure or certification, known attitudes of licensing agencies toward development of more such programs;
 7. general advice as to whether Central Administration is encouraging development of such programs or not;
 8. advice concerning whether an exceptional proposal format is to be followed.
- B. If the response authorizes proposal development, the President will be asked to notify the Vice Chancellor for Academic Programs, Policy and Planning as soon as possible as to whether or not the campus intends to proceed with proposal development. If the answer is affirmative, we would expect the proposal to be submitted within two (2) years from the date of response to the letter of intent, or that a request would be submitted for a limited time extension beyond the two-year period. Otherwise, the development of the program would proceed within the context of submission of a new Letter of Intent and a formal response, taking into account the conditions prevailing at that time.

III. Procedure for Submission of a Program Proposal

Section IV outlines the elements of a program proposal applicable to undergraduate programs, to be used by all University campuses. Program proposals for graduate programs should provide information and follow procedures outlined in the memorandum to be issued by the Vice Chancellor for Research, Graduate Studies and Professional Programs on December 1, 1984. Programs involving teacher certification or other certification or licensure will follow the appropriate forms required by the State Education Department and the State University.

Five copies of all program proposals should be submitted to the Vice Chancellor for Academic Programs, Policy and Planning in sufficient time for action prior to the proposed initiation date--e.g., six months.

IV. Content of the Program Proposal

A. Cover page - see Appendix A.

B. Planning factors

1. Describe the purpose, goals, and objectives of the proposed program. Identify existing or projected programs of the campus in the same or related disciplines and the expected impact of the proposed program on them.
2. Identify similar programs at other institutions, public and private, in the service area, region and state and the expected impact on them. (See Appendix B)
3. Describe proposed arrangements for required external clinical instruction, agency placement, practice teaching, internships, etc., if any (attach copy of affiliation contract and list of prospective affiliates), and how these arrangements would impact on other institutions using the same facilities, if any.

C. Need

1. Justify the need for this program for the clientele it will serve in terms of the economy and/or educational needs of the area in which it is to be located, New York State at large and, if appropriate, the nation. Is this need being met by other institutions (B-2, above)? State the extent to which such need will be met if the program is established. Describe fully and completely how the need was measured.
2. State how the enrollment estimates projected in D3a, and E3a below were determined, i.e., what surveys were conducted. Specify the number of students who have requested that this program be established.
3. If the program is designed to prepare its graduates for immediate employment, indicate potential employers of such graduates who have requested establishment of the program and their specific employment needs. Assess employment possibilities in general for graduates of the program. Careful assessment of employment demand, especially for narrowly focused technical programs requiring substantial resources, is essential.
4. Articulation and transfer: describe the potential for articulation of the program with the preceding level and next appropriate level of instruction.

D. Five-year projections - Resources and Costs: (State-operated Campuses complete table below. Community Colleges complete table under E., pg. 9). Array data with four additional year columns as per model "Year 1."

Year 1
19__-19__

1. Program Resources Required - Include both existing, where applicable, and additional (new)

a. Instructional Program Staffing*

(1) Faculty

(a) Existing \$ _____
FTE Lines

(b) Additional _____
FTE Lines

(2) Academic Administration (additional only)

FTE Lines

(3) Support Staff

(a) Existing _____
FTE Lines

(b) Additional _____
FTE Lines

(4) Total (sum of (1) (a) & (b), (2), & (3) (a) & (b)) \$ _____
FTE Lines

*This should be consistent with information on cover page

b. Other than Personal Service - Additional resources

(1) Supplies and Expense \$ _____

(2) Equipment _____

(3) Contractual Expenditures _____

(4) Total \$ _____

c. Library

(1) Additional Staff	<u> </u>	\$ <u> </u>
	FTE Lines	
(2) Other Than Personal Service		<u> </u>
(3) Additional Acquisitions	<u> </u>	
	Volumes	
(4) Start-up Acquisitions		
(a) Volumes	<u> </u>	
(b) Initial Cost*		<u> </u>
		<u> </u>
(5) Total		\$ <u> </u>

*Not to be confused with Additional Acquisitions

d. Student Services

(1) Additional Staff	<u> </u>	\$ <u> </u>
	FTE Lines	
(2) Other Than Personal Service		<u> </u>
		<u> </u>
(3) Total		\$ <u> </u>

e. Research

(1) State Funds		\$ <u> </u>
(2) Federal Funds*		\$ <u> </u>
(3) External Funds*		\$ <u> </u>

*Memo only

f. Extension and Public Service

(1) State Funds	<u> </u>	\$ <u> </u>
	FTE Lines	
(2) Federal Funds*		\$ <u> </u>
(3) External Funds*		\$ <u> </u>

*Memo only

g. Student Aid

	<u>TA/GA</u>	<u>Fellowships</u>	<u>Other</u>
(1) State Funds	\$ _____	\$ _____	\$ _____
(2) Federal Funds*	\$ _____	\$ _____	\$ _____
(3) External Funds	\$ _____	\$ _____	\$ _____
(4) Total			\$ _____

*Memo only

h. Additional Program Costs (not previously shown)

(1) Administration		\$ _____
	<u>FTE Lines</u>	
(2) Plant Maintenance		_____
	<u>FTE Lines</u>	
(3) Capital Facilities*		\$ _____
(4) Rehabilitation		_____
(5) Equipment**		_____
(6) New Square Footage		_____
(7) Total		\$ _____

*Memo only

**Not to be confused with New Program Equipment

i. If costs are incurred in functions other than those noted above, please describe. \$ _____

j. Total Program Resources Required (Sum of a(4), b(4), c(5), d(3), e(1), f(1), g(1), h(7), and i.)

Faculty and staff _____ \$ _____
FTE Lines

2. Source of Program Funding (operating budget)

a. Reallocation Within Institution

Faculty and staff _____ \$ _____
FTE Lines

b. Incremental Funding*

Faculty and staff _____ \$ _____
FTE Lines

c. Total** (Sum of 2a & 2b) \$ _____

*Indicate expected sources of incremental funding.

**If 2c is not equal to 1j, please explain the discrepancy.

3. Enrollment and Related Data

a. Program Majors

(1) Total Headcount* _____

(2) Total Annual Average FTE _____

*This information should be consistent with the data on the cover page.

Since this expected enrollment may affect the future campus enrollment composition and totals, estimate the impact this program may have on campus total enrollments and the relative percentage distribution by broad discipline categories.

b. Student Credit Hours

(1) generated by majors taught by total faculty reported on page 5 _____

(2) generated by non-majors taught by total faculty reported on page 5 _____

(3) to be taught by existing faculty _____

(4) to be taught by graduate teaching assistants _____

(5) Total Student Credit Hours _____

c. Anticipated Student/Faculty Ratio Specific to the Program _____

(All but Community Colleges go to Section F, p. 11)

E. Five-year projections - Resources and Costs: (Community Colleges complete table below.) Array data with four additional year columns as per model "year 1" below.

Year 1
19__-19__

1. Program Resources Required - Include both existing, when applicable and additional (new).

a. Instructional Program Staffing (include fringe costs)

(1) Faculty

(a) Existing \$ _____
FTE Lines _____

(b) Additional _____
FTE Lines _____

(2) Academic Administration
(Additional only) _____
FTE Lines _____

(3) Support Staff

(a) Existing _____
FTE Lines _____

(b) Additional _____
FTE Lines _____

(4) Total (sum of (1)(a) & (b), (2),
& (3)(a) & (b) \$ _____
FTE Lines _____

b. Other Than Personal Service - (Additional Resources)

(1) Supplies and Expense \$ _____

(2) Equipment _____

(3) Contractual Expenditures =====

(4) Total \$ _____

c. Student Services Staffing (include fringe costs)

\$ _____
FTE Lines _____

d. Incremental Support Costs

- (1) New Library Acquisitions \$ _____
- (2) New Plant Maintenance _____
- (3) New Facility Modification _____

e. Total Program Resources Required (Sum of a, b, c, & d)
\$ _____

2. Source of Program Funding (operating budget)

a. Reallocation within institution

Faculty and Staff	_____	\$ _____
	FTE Lines	_____

b. Incremental Funding*

Faculty and Staff	_____	_____
	FTE Lines	_____

c. Total (Sum of 2a & 2b)** \$ _____

*Indicate expected sources of incremental funding.
**If 2c is not equal to 1e, please explain the discrepancy.

3. Enrollment and Related Data

a. Program Majors

- (1) Total Headcount* _____
- (2) Total Annual Average FTE _____

*This information should be consistent with the data on the cover page.

Since this expected enrollment may affect the future campus enrollment composition and totals, estimate the impact this program may have on campus total enrollments and the relative percentage distribution by broad discipline categories.

b. Anticipated Student/Faculty Ratio Specific to the Program _____

(All institutions respond to Sections F, G, H, I, J, K, L)

- F. 1. How will program quality be maintained and monitored? Describe provisions for regular program review, which should include evidence of student achievement, faculty performance, and placement of graduates.
2. If this is a professional program for which special accreditation is to be sought, provide the name(s) of the accrediting agency(ies) and a timetable for completing the accrediting process. If special accreditation will not be sought, explain why.
- G. Describe the criteria and procedures for admission of students to the proposed program and the advisement process as students proceed through the program.
- H. Append complete outline of the course of study, including requirements and credit hours, and indicate when and how often each course will be offered over the period of time required for program completion by a student. For existing courses, include catalog description or copy of current catalog. For new courses, include syllabus or detailed outline of subjects covered for each. For fieldwork experience, describe duration of, and arrangements for, supervision. Indicate provisions for granting credit for non-academic experiences.
- I. Append vitae of present faculty members, if any, who will implement the program, and an outline of qualifications deemed necessary for additional faculty to be recruited, if any. Indicate each faculty member's rank and full-time or part-time status and for which courses each faculty member will be responsible. Also indicate who will be the program director or coordinator.
- J. Describe the library holdings presently available for use in the program and plans for acquisition of needed additional materials.
- K. Graduate programs: include special provisions for external evaluation - procedures and evaluation guidelines.
- L. Append local resolutions and support documents.
- M. If the program will involve approval of a master plan amendment, the following information should be supplied:
1. a description of from where the students in the program are expected to come;
 2. an outline of the facilities and equipment required for the program;
 3. a description of the relationship of the proposed program to the campus mission;

4. an indication of whether external library sources will be utilized and, if so, how, including description of any agreements between the campus and such external library resources;
5. if the program is designed to meet institutional purposes and goals and not external considerations, explain precisely how the program will do so.

Appendix A

STATE UNIVERSITY OF NEW YORK

ACADEMIC PROGRAM PROPOSAL

COVER PAGE

Campus _____ Date _____

Proposed Program Title _____

Proposed Degree/Certificate _____

HEGIS Classification and Number _____

Department(s) or academic unit(s) that will offer program _____

Proposed Beginning Date _____

Projected number of students (headcount)	YEAR I	II	III	IV	V
Full-time					
Part-time					
Projected number of new faculty					
Full-time					
Part-time					
Projected number of new support staff					
Full-time					
Part-time					

Existing faculty who will participate in program in Year I:

	N U M B E R				
	FT	PT	ADJUNCT	REGULAR (Tenured)	REGULAR (Untenured)
Professor					
Associate P.					
Assistant P.					
Instructor					

If program will lead to certification or licensure, in what field or specialty? _____

If special accreditation will be sought, by what group(s) and planned date(s)? _____

If this program or any constituent courses will be offered off-campus, where? _____

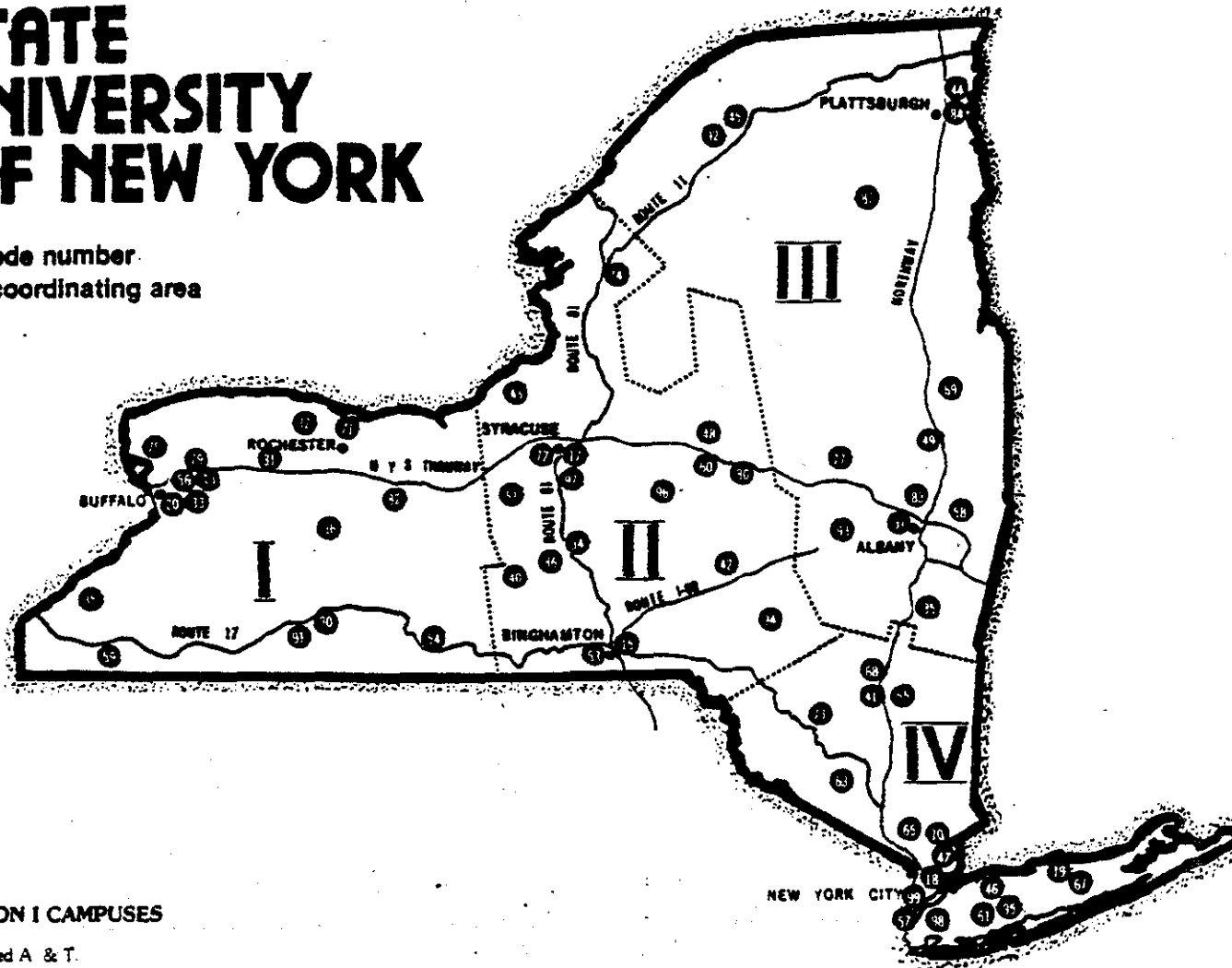
Identify existing programs in related and supporting disciplines:

Program title	Students		Faculty		Program title	Students		Faculty	
	FT	PT	FT	PT		FT	PT	FT	PT

Write a brief summary (250 words maximum) of proposal describing academic content, Structure, credits, etc.

STATE UNIVERSITY OF NEW YORK

by code number
and coordinating area



REGION I CAMPUSES

- 91 Alfred A. & T.
- 32 Brockport
- 20 Buffalo Center
- 33 Buffalo College
- 30 College of Ceramics
- 54 Corning
- 79 Erie City
- 56 Erie North
- 13 Erie South
- 83 Finger Lakes
- 35 Fredonia
- 81 Genesee
- 36 Genesee
- 20 Health Sciences Center at Buffalo
- 59 Jamestown
- 71 Monroe
- 75 Niagara

REGION II CAMPUSES

- 40 Agriculture and Life Sciences at Cornell
- 15 Binghamton
- 53 Broome
- 51 Cayuga
- 17 College of Environmental Science and Forestry
- 40 College of Human Ecology at Cornell
- 48 College of Technology
- 40 College of Veterinary Medicine at Cornell
- 34 Cortland
- 94 Delhi
- 80 Herkimer
- 74 Jefferson
- 60 Mohawk Valley
- 96 Morrisville
- 42 Oneonta
- 72 Onondaga
- 43 Oswego
- 40 School of Industrial and Labor Relations at Cornell
- 86 Tompkins Cortland
- 97 Upstate Medical Center

REGION III CAMPUSES

- 69 Adirondack
- 31 Albany
- 92 Canton
- 84 Clinton
- 93 Cobleskill
- 85 Columbia-Greene
- 49 Empire State College
- 77 Fulton-Montgomery
- 58 Hudson Valley
- 87 North Country
- 44 Plattsburgh
- 45 Potsdam
- 83 Schenectady

REGION IV CAMPUSES

- 98 Downstate Medical Center
- 55 Dutchess
- 95 Farmingdale
- 57 Fashion Institute of Technology
- 19 Health Sciences Center at Stony Brook
- 18 Marmme
- 61 Nassau
- 41 New Paltz
- 46 Old Westbury
- 99 Optometry
- 63 Orange
- 47 Purchase
- 65 Rockland
- 19 Stony Brook
- 67 Suffolk
- 73 Sullivan
- 68 Ulster
- 70 Westchester