

# 400.1 New Academic Initiatives at Goshen College

## What constitutes a "new academic initiative?"

- Any new course expected to be a continuing course.
- Any new major, minor or certificate program.

## Proposal Requirements

- I. Description. Summary of the initiative: content and activities.
- II. Rationale.
  - A. Goals and objectives: Include how this initiative will benefit students. Cite published research if possible.
  - B. How does this initiative correlate with the mission and strategic plan of Goshen College?
- III. Market feasibility and assessment.
  - A. How did you investigate the demand for this new course or program?
  - B. Who will be served?
  - C. How many will be served?
  - D. How will you measure whether or not this initiative is successful?
- IV. Timeline.
  - A. What are the steps needed to implement and evaluate this initiative?
  - B. When will each occur?
- V. Obstacles. What obstacles do you anticipate and how will you overcome them?
- VI. Budget.
  - A. How much will this initiative cost?
  - B. How will it be funded? (Short term and long term)
  - C. What are the FTE implications?
- VII. Due dates:
  - A. March 1 for initiatives for the following academic year if a budget increase is not required.
  - B. November 1 for initiatives for the following academic year if a budget increase is required.

**NOTE:** Budget-neutral proposals should be submitted to the Academic Dean. Proposals that require an increase in a department's budget should be submitted to the Academic Dean and Provost. These proposals will be submitted by the Academic Dean to PC for counsel. The Academic Dean will also involve the Dean's Committee, Academic Council and faculty as appropriate. The Academic Dean will then notify the department if their proposal is or is not accepted. If the proposal is accepted, the department must clarify with the Academic Dean protocol for implementing the proposal.

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