

## Proposal to the Senate Educational Policy Committee (Programs Housed Outside of Departments)

*Please replace all text in italic with appropriate information before submitting your proposal.  
Your entries should be in regular (not italic) font.*

**PROPOSAL TITLE:** *(Please provide a brief and concise title for your proposal e.g. Establish A New Master of Science in Xxxx Studies (M.S. in X.S.), in the Center/Institute of Yyyy and/or in the College of Zzzz.)*

**SPONSOR:** *(Please include name, title, telephone number and email address of a faculty member knowledgeable about the proposal who will serve as the primary contact for the Educational Policy Committee e.g., John B. Sponsor, Professor of Yyyy, 333-5555, [JBS@illinois.edu](mailto:JBS@illinois.edu). This person must be authorized to make changes in the proposal on behalf of the program. In case of multiple units, give information for each unit.)*

**COLLEGE CONTACT:** *(If the program reports to a college, then the Educational Policy Committee will also include the college contact person in any discussions that may lead to changes in the proposal prior to submission to the full Senate. Please include name, title, telephone number and email address of a college representative authorized to make changes in the proposal on behalf of the college. In case of multiple colleges, give information for each college.)*

**BRIEF DESCRIPTION:** *(Please give a brief but concise description, not justification, of your proposal. For example, if proposing revisions to a curriculum, state specifically what is changing. Where applicable, note whether stated program changes include additional requirements in the form of prerequisite courses. Requests for curriculum revisions must be accompanied by a table which clearly outlines the current requirements and the proposed revisions. This information may be submitted as an appendix. See Appendix A for an example. Please provide pertinent information only.)*

**JUSTIFICATION:** *(Please provide a brief but complete rationale for your request.)*

**BUDGETARY AND STAFF IMPLICATIONS:** *(Please respond to each of the following questions.)*

- 1) Resources for programs housed outside of a unit
  - a. Include an organizational chart, which outlines the organizational structure of the proposed program, reporting lines, position titles, and anticipated personnel at program launch (denoting %FTE for tenure track and non-TT faculty).
  - b. Provide all relevant MOA's and/or MOU's, which should outline all necessary financial agreements, and the roles and responsibilities of each participating unit in the proposed program.
  - c. Describe the physical home of the program, including long-term plans for new facilities, if applicable.
  - d. Describe how critical academic functions such as admissions and student advising are managed.
  - e. Describe how interdisciplinary governing councils or committees are composed, selected and maintained.
  - f. Outline the reporting process that allows faculty to document their involvement in the program and the merit of their contributions to the program to their home unit(s).
  - g. Include the phase-down plan for the program once it is no longer needed.
  
- 2) Resource Implications
  - a. Please address the impact on faculty resources including the changes in numbers of faculty, class size, teaching loads, student-faculty ratios, etc.
  - b. Please address the impact on course enrollment in other units and provide an explanation of discussions with representatives of those units. *(A letter of acknowledgement from units impacted should be included.)*
  - c. Please address the impact on the University Library *(A letter of estimated impact from the University Librarian must be included for all new program proposals. If the impact is above and beyond normal library business practices, describe provisions for how this will be resourced.)*
  - d. Please address the impact on technology and space (e.g. computer use, laboratory use, equipment, etc.)

For new degree programs only:

- 3) Briefly describe how this program will support the University's mission, focus, and/or current priorities. Include specific objectives and measurable outcomes that demonstrate the program's consistency with and centrality to that mission.
- 4) Please provide an analysis of the market demand for this degree program. What market indicators are driving this proposal? What type of employment outlook should these graduates expect? What resources will be provided to assist students with job placement?

- 5) If this is a proposed graduate program, please discuss the programs intended use of waivers. If the program is dependent on waivers, how will the unit compensate for lost tuition revenue?

**DESIRED EFFECTIVE DATE:** *(Proposals may not be implemented until they go through all necessary levels of approval. The Provost's office will inform the sponsors in writing when they may implement their proposal. Proposed changes may not be publicized as final on any web sites, printed documents, etc. until written confirmation of final approval is issued.)*

**STATEMENT FOR PROGRAMS OF STUDY CATALOG:** *(All proposals must include either a new or revised version of the entry in the Programs of Study Catalog, if applicable. Entries will be published as approved by the Senate. Future changes in the statement for Programs of Study Catalog which reflect changes in the curriculum, must go through the normal review process at the appropriate levels.)*

**CLEARANCES:** *(Clearances should include signatures and dates of approval. **These signatures must appear on a separate sheet.** If multiple departments or colleges are sponsoring the proposal, please add the appropriate signature lines below.)*

Signatures:

\_\_\_\_\_  
Unit Representative:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
College Representative:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Graduate College Representative:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Council on Teacher Education Representative:

\_\_\_\_\_  
Date:

**Appendix A:**  
**(Proposed Curriculum Revisions)**  
*(Replace the following material with your appendix, if any.)*

For example only, formats may vary.

<b>Current Requirements:</b>	<b>Current Hours</b>	<b>Revised Requirements:</b>	<b>Revised Hours</b>
<i>Major Core Requirement</i>		<i>Major Core Requirement</i>	
<b>XXXX 100 – Intro to XXXX</b>	4 Hours	<b>XXXX 100 – Intro to XXXX</b>	4 Hours
<b>XXXX 120 – Contemporary XXXX</b>	3 Hours	<b>XXXX 220 – Modern XXXX</b>	4 Hours
<b>Total Core Required Hours</b>	7 Hours	<b>Total Core Required Hours</b>	8 Hours
<i>Elective Requirement</i>	12 Hours	<i>Elective Requirement</i>	11 Hours