**Courses of Study**

**New Program Proposal Form**

(4/15/2022)

The Courses of Study (COS) Committee meets monthly and reviews proposals on a rolling basis. COS-approved proposal forms and supporting materials are distributed to the full GSE faculty one week prior to the GSE faculty meeting for consideration and a vote. Please refer to the COS Faculty Guidance Sheet for more information on COS form preparation. Completed COS forms should be emailed to the COS Committee chairperson.

**INSTRUCTIONS**

This form can be used to propose new programs. Fill out a separate form for new courses or course changes. IMPORTANT: Before submitting this proposal form to Courses of Study, an approved Letter of Intent (LOI) must be obtained from the Office of the Chancellor-Provost. The LOI process is applicable to all new degree programs and non-degree certificate programs. More information, including the LOI template, can be found on the Chancellor-Provost’s website: <https://newbrunswick.rutgers.edu/sites/default/files/2022-04/Letter%20of%20Intent_4_7.pdf>.

Provide a complete response to all of the fields below, indicating N/A (not applicable) when necessary. Type directly into the expandable boxes. Do not convert this form to a pdf file. Sections:

1. Basic Information, A-I
2. Impact, A-C
3. Program Requirements, A-F
4. Marketing the Program, A-E
5. Diversity, Equity, Inclusion & Social Justice
6. Submission Checklist, 1-7
7. Approved Actions
8. **BASIC INFORMATION**
9. **Full Program Title**

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# Purpose. Describe the conceptual underpinnings of the program and major objectives.

# Design. Outline the program design including the sequence of courses and requirements (i.e. thesis, fieldwork).

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1. **GSE Catalog Description (Consult “How to write a good catalog description.”)**

Is there special information that needs to be included in the catalog? (e.g., a fieldwork component connected with this program; only open for admitted teacher education students).

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1. **This program is in collaboration with other units.** [ ] **N/A**

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| **UNITS:** | **DESCRIBE COLLABORATION:** |

1. **This program is a (check all that apply):**

[ ]  Graduate Degree Program

[ ]  Undergraduate Program

[ ]  Non-degree Graduate Program

[ ]  State Licensure/Certification Program (e.g., principal, school counselor, teacher)

[ ]  Rutgers Certificate

1. **Modes of Instructional Delivery (check all that apply):**

[ ]  **Face-to-face**: On-site; synchronous; all students attend class in person.

[ ]  **Hybrid**: On-site + online; students attend a mix of required in-person instruction and required online instruction that may be synchronous or asynchronous

[ ]  **Converged learning**: On-site or online; Students can choose to attend class in-person or online using real-time synchronous web conferencing technology

[ ]  **Online Asynchronous**: All instruction and activities conducted asynchronously. There are no required meeting times, but courses are structured with weekly assignments that students are expected to complete by assigned dates throughout the semester

[ ]  **Online Synchronous:** Students attend class online at the scheduled time

[ ]  **Online Mixed:** Students attend class online at the scheduled time supplemented by asynchronous instruction and/or activities

1. **If you checked hybrid above, please confirm that at least one course is entirely in-person.**

[ ]  I confirm

1. **For which semester(s) will applications be accepted (check all that apply):**

[ ]  Fall

[ ]  Spring

[ ]  Winter

[ ]  Summer

1. **IMPACT**

# Intended Impact. What are the intended, positive benefits of this new proposed program?

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# Additional Effects- GSE. How might this program impact other programs and/or courses at the GSE? Does it have the potential to reduce or enhance enrollment in other programs or courses? Will the changes impact GSE staffing in any way? What are possible unintended effects?

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# Additional Effects- Rutgers. Will the changes impact programs in other units at Rutgers? What University programs are most similar and how does this program distinguish itself from them?

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1. **PROGRAM REQUIREMENTS**
	1. **Admissions.** When do you anticipate accepting your first group of students and offering your first course?

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* 1. **Credits.** Total credits for completion

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* 1. **Application requirements.** (i.e., GRE scores, personal statement, GPA, undergrad major requirement, pre-req degree requirement, work experience).

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* 1. **Completion Requirements.** (i.e. qualifying exam, PRAXIS or other requirements).

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* 1. **Required Non-credit Modules.** (e.g., HIB training, school law)? [ ] N/A

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* 1. **Assessment.** Indicate which nationally accrediting body will assess the program (e.g., CAEP) or indicate that assessment will happen internally and attach an assessment plan.

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1. **MARKETING THE PROGRAM**
2. **Audience.** Who is the anticipated audience/market for this program?

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1. **Competitors.** What similar and/or competitive programs exist in the *region* (or online) and how does this program distinguish itself from them?

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1. **Benefits.** Explain how the program appeals to the proposed market(s). What are the benefits of this program that a student should derive?

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1. **Additional Markets.** What other markets could be reached with some additions (e.g., a different version of Design of Learning Environments targeting corporate culture)?

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1. **Marketing.** Outline a plan to advertise/attract students (including outreach to professional organizations and colleagues in the field). Include at least 4 keywords that will make this program searchable (i.e. early childhood, constructivist, research methods)

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# DIVERSITY, EQUITY, INCLUSION & SOCIAL JUSTICE

How does this proposed program retain or enhance the GSE’s commitment to diversity, equity, inclusion, and social justice?

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# SUBMISSION CHECKLIST

1. Attach the approved Letter of Intent (LOI) from the Office of the Chancellor-Provost. The LOI process is applicable to all new degree programs and non-degree certificate programs. More information, including the LOI template, can be found on the Chancellor-Provost’s website: <https://newbrunswick.rutgers.edu/sites/default/files/2022-04/Letter%20of%20Intent_4_7.pdf>
2. Attach **complete** syllabi for **all courses in the program,** including existing courses,using departmental template. Each syllabus should include:
	* + learning objectives
		+ professional standards linked to the course (for licensure courses)
		+ session topics
		+ anticipated assigned readings by week/session
		+ anticipated assignments
		+ course grading procedures, including weighting of assignments toward course grade
3. Attach a curriculum map showing how program objectives (and accreditation, if applicable) are met across courses in an editable DOC, XLS or PPT file.
4. Consult with the Office of Student & Academic Services (OSAS) to develop a program control sheet and submit it with this new program proposal.
5. Attach an assessment plan if this program is not assessed by a national accrediting body.
6. Submit proposals to COS for each new or revised course that will be a part of this program.
7. For all programs that are subject to state review, submit all necessary state paperwork. Consult the Associate Dean and Director of Teacher Education for guidance.
8. If this course is being offered in conjunction with a non-Rutgers legacy unit, the implications should be discussed with the Office of Strategic Alliances and Online Programs (SAOP) and the Office of Administration and Personnel (OAP).
9. **APPROVED ACTIONS**

Typed signatures are sufficient for this COS form. Do not convert this form to a pdf file.

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| **DEPARTMENT OR SCHOOLWIDE** **PROGRAM** |
| Change proposed by:  |  |
| Date approved:  |  |
| Signature of Chair or Director:  |  |
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| **COURSES OF STUDY** |  |
| Date considered:  |  |
| Action: |  |
| Signature of Chair: |  |
| Date dept or program notified: |  |
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| **FACULTY ACTION** |  |
| Date circulated: |  |
| Date considered:  |  |
| Action: |  |

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