

New Program Review at NSU

Office of Academic Quality, Assessment, and Accreditation
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New Program Development

Nova Southeastern University encourages the development of new and innovative academic programs which advance its mission. The development of new programs is facilitated by the New Program Review Committee (NPRC) whose members provide support and counsel for academic units seeking approval of proposals. Part of this university-wide committee's goal is to ensure that future growth and development of the university occurs in an orderly manner. Additionally, the review process contributes to the quality of the proposed programs and increases their probability of success. It is the only process permitted by the Board of Trustees for the approval of substantially new academic programs.

- A. Program Request** The process by which a new program proposal is reviewed, evaluated, and approved is displayed in the Flow Chart in *Appendix A*. Requests to initiate a new program originate from the academic unit(s) with support from the respective dean(s). A concept paper may be developed for advance review by the University Provost/Vice President for Academic Affairs and the Chancellor of the Health Professions as appropriate. All new degree programs will be considered in the context of the university's mission, strategic plan, and current academic degree offerings. The initial proposal is submitted to the Office of Academic Review who will forward it to the chair of the NPRC. The chair of the NPRC will then assign a consultant from the NPRC to serve as a facilitator in the proposed program development and approval. After completion of the proposal and fully endorsed New Program Proposal Resources Form (Appendix B), the chair of the NPRC forwards it to the New Program Review Committee for consideration and review. If the NPRC recommends approval, the new program proposal is forwarded to the Deans Council for review and approval. Recommendations for approval from the Deans Council are forwarded to the University Provost/Vice President for Academic Affairs, then to the President who brings a recommendation for approval of a new program to the Board of Trustees for action.
- B. New Program Resources Form** Along with the program proposal (as outlined in Section C), the program sponsor(s) must prepare and submit the *New Program Resources Form (Appendix B)* with signatures from representatives from several offices on campus who provide technical assistance and advice in specific related areas as shown in the table below:

Office/Administrative Unit	Function
Office of Academic Quality, Assessment, and Accreditation	To assure that the program fits within the parameters of SACSCOC
Office of State Licensing	To assure that the program fits within the state guidelines and laws
Computing services, Library	To evaluate the impact of the program on learning resources
Office(s) of Vice President for Finance	To analyze the financial impact
Facilities Management and Physical Plant	To assess the impact on the facilities
Office of Enrollment and Student Services	To assure the necessary program curriculum is clearly articulated
Office of Information Technology	To evaluate the impact on technology
Office of Legal Affairs	To review contracts, if any exist
College of Undergraduate Studies	To review issues related to undergraduate studies

C. Proposal Development The academic unit (or assigned program sponsor) is responsible for collecting all documentation for the new program. The new program proposal should follow the SACSCOC guidelines¹ for a new program (or substantive change) listed below. Please note: the proposal, not including appendices, should not exceed 20 pages, double – spaced, 12- point font. Please use this [link](#) for a Microsoft Word version of the template. If the proposal is for a Ph.D. program, it must be in compliance with the University Guidelines for Ph.D. Programs (Appendix E).

1. **Executive Summary** Describe the proposed new program; its location; initial date of implementation; projected number of students, if applicable; description of primary target audience; projected life of the program (single cohort or ongoing); and instructional delivery methods. (Not to exceed one page).
2. **Background Information** Provide a clear statement of the nature and purpose of the new program in the context of the unit’s mission and goals; evidence of the legal authority for the change (if authorization is required by the governing board or the state); and whether the proposed degree program or similar program is offered on the main campus, at other off- campus sites, or online.

3. **Comparable Programs** List three programs from other academic institutions comparable to the proposed new program. Provide a summary explaining how these are comparable programs.
4. **Assessment of Need and Program Planning / Approval** Discuss the rationale for the new program, including an assessment of need through such areas as market analysis of student demand, employer needs assessment, market position/potential, and competition; evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program.
5. **Description of New Program** Provide a description of the proposed new program; including the specific outcomes and learning objectives of the program, a schedule of proposed course offerings and description, explain all modalities and caps on enrollment and course size and for the first year a copy of the course syllabi. Please differentiate between existing and new courses that would need to be developed. Please provide course descriptions and prerequisites for all courses in the proposed program (excluding general education and open electives for undergraduate programs). Please provide a list of similar courses already offered at NSU and how you reviewed those with respect to the proposed program. In the case of changes involving the initiation of branch campuses or off-site programs, indicate the educational program to be offered. Describe any differences in admission, curriculum, or graduation requirements for students enrolled at the new site(s), or any special arrangements for grading, transcripts, or transfer policies. Describe administrative oversight to ensure the quality of the program or services to be offered. Please include a copy of a program of study. For undergraduate programs, please use the 4-year template.
6. **Budget** Provide a fiscal analysis using the *New Program Proposal Budget Form A* fillable PDF form is available on the New Program Review website. Please note that there are different budgets for undergraduate and graduate programs.
7. **Faculty** Provide a complete roster (using the *Roster of Instructional Staff* form; see Appendix C or http://www.sacscoc.org/inst_forms_and_info1.asp) of those faculty who will teach in the program(s), including a description of those faculty member's academic qualifications, course load in the new program as well as course(s) work taught in other programs currently offered and the percentage of individual faculty member's time assigned to program; evidence that adequate faculty members are assigned to support the program; and the impact of the new initiative on faculty workload. For graduate programs, document scholarship and research capability of faculty.

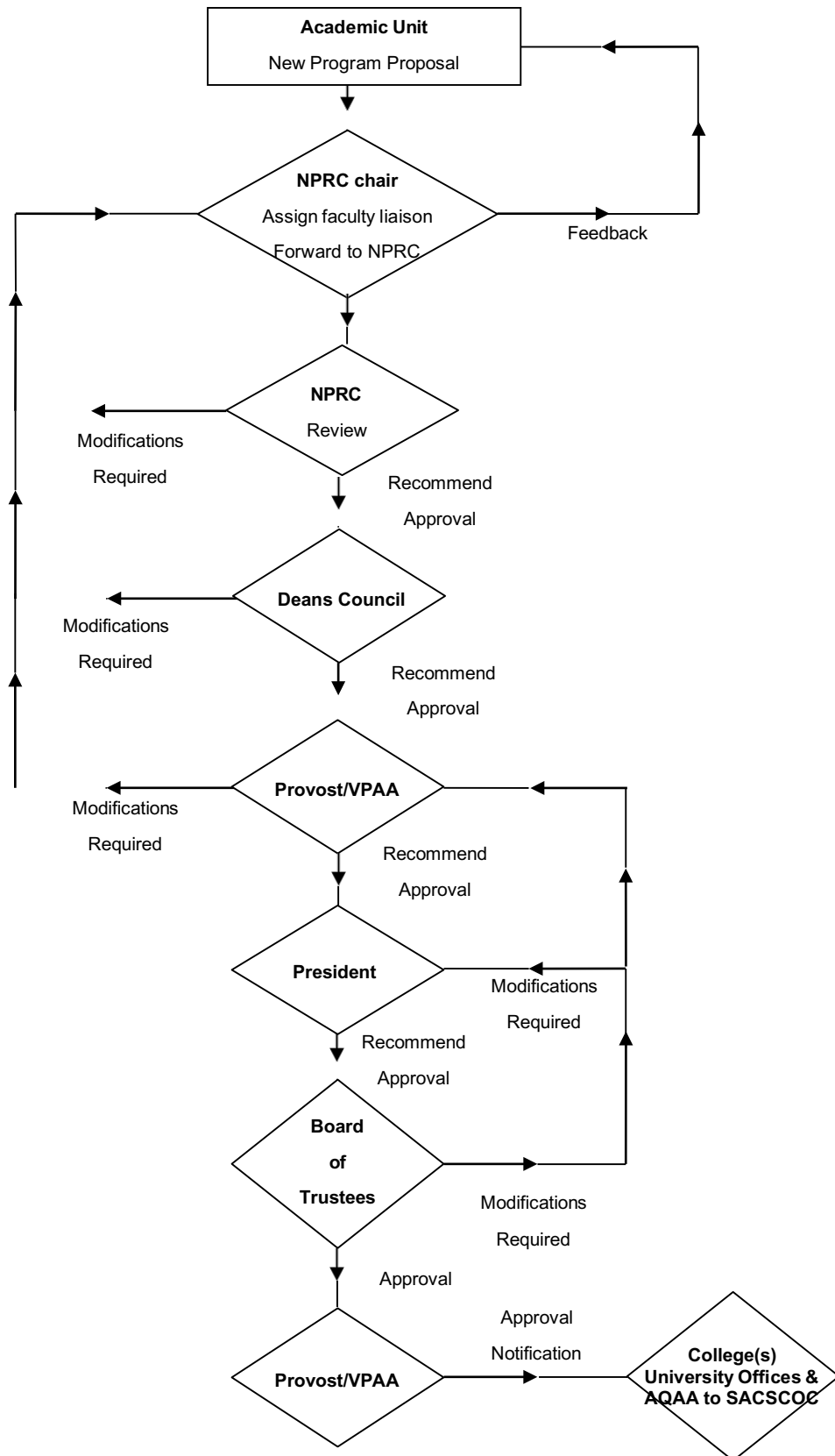
8. **Library and Learning Resources** Describe library and information resources-- general as well as specific to the program--and staffing and services that are in place to support the initiative; if reliant upon other libraries, describe those collections and their relevance to the proposed program(s); include a copy of formal agreements in the appendix; relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty.
 9. **Physical Resources** Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.
 10. **Evaluation and Assessment** Describe how the sponsoring academic unit assesses effectiveness and the means used to monitor and ensure the quality of the degree program. Please list the program student learning outcomes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at off campus sites, as well as using the results of evaluation to improve the program's services, and operations. For distance learning instruction or compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.
 11. **Letters of Support/Cooperative Agreements** Please provide letters of support from the Dean of all involved academic units/centers.
 12. **Outside Agency** Please note any agreements, contracts, etc. with external agencies must be provided to the Office of Academic Quality, Assessment, and Accreditation and University Provost/Vice President for Academic Affairs. At the discretion of the University Provost, these may be shared with the NPRC Chair.
 13. **Special Requirements for Ph.D. Proposals** Based on the recommendations from the Ph.D. Guidelines Task Force (October, 2006), the guidelines in Appendix E apply to all new Ph.D. programs and must be specifically addressed in the proposal.
- D. Program Review** The new program proposal will be presented in person to the New Program Review Committee by the program sponsor and the academic unit dean or designee. Comments by the NPRC will typically relate to clarification and/or modification of specific sections of the proposal. The NPRC may recommend approval, approval with minor modifications, approval with substantive modification, or not to approve. When modifications are required, the NPRC will examine the changes before the proposal is approved and sent to the Deans Council for review.

- E. Program Approval** After the Deans Council reviews the program, recommendations will be forwarded to the University Provost/Vice President for Academic Affairs and then to the President for consideration. If approved by the President, recommendations will be forwarded to the Board of Trustees for their approval. The Office of the Provost/Vice President for Academic Affairs will notify the sponsoring college(s) and university offices of the program's approval. The Office of Academic Quality, Assessment, and Accreditation will send the appropriate documentation and notification to SACSCOC.
- F. Evaluation of New Programs** The new program will be reviewed one year after it is initiated to verify whether it has met the expectations for enrollment, budget, resource demand, and educational quality. This initial program review may request a subsequent evaluation at the end of the second year if deemed necessary. If the evaluation is positive, the program will be evaluated on the regular five-year cycle for existing programs.

For more details about the academic review process, contact the Office of Academic Quality, Assessment, and Accreditation or the Office of the Provost and Vice President for Academic Affairs or visit the website: <http://www.nova.edu/arc>.

Appendix A

Flow Diagram of New Program Proposal Process



Appendix B
NEW PROGRAM PROPOSAL RESOURCES FORM

In preparing a new degree proposal, technical assistance and advice is available from several offices. The following offices must review the proposal and make comments or recommendations. This completed sheet must accompany the proposal.

Program Name

Office of Undergraduate Studies (Undergraduate Programs Only)

COMMENT:

Print Name and Title

Signature

Date

Office of Licensure and State Regulations

COMMENT:

Print Name and Title

Signature

Date

Office of Academic Quality, Assessment, and Accreditation: COMMENT:

Print Name and Title

Signature

Date

Office of Licensure and State Regulations

COMMENT:

Print Name and Title

Signature

Date

Office of Information Technology (computing services and media)

COMMENT:

Print Name and Title

Signature

Date

Office of Vice President for Information Services/University Librarian

COMMENT:

Print Name and Title

Signature

Date

Appendix B

Office of Vice President for Finance

COMMENT:

Print Name and Title

Signature

Date

Office of Facilities Management

COMMENT:

Print Name and Title

Signature

Date

Office of Vice President for Enrollment and Student Services

COMMENT:

Print Name and Title

Signature

Date

Appendix C
Roster of Instructional Staff

Guidelines for Reporting Qualifications of Full-Time and Part-Time Faculty

Guidelines for Reporting Qualifications of Full-Time and Part-Time Faculty Name of Institution

Name of Academic Area, Discipline, Department/School

Academic Term(s) Included

Date Form Completed

Instructions: Please provide information for all full-time and part-time faculty teaching credit courses during the time period requested by Commission staff. Full-time faculty members are defined as those whose major employment is with the institution; whose primary assignments are in teaching and/or research; and whose employment is based on a contract for full-time employees. Faculty should be grouped by departments or disciplines (do not group by broad areas such as social sciences or humanities). For a faculty member with teaching assignments in more than one department or discipline, list the faculty member in every department or discipline in which he/she teaches. **Column One.** Provide the name of the faculty member and indicate full or part time status. **Column Two.** List from the catalog the course prefix, course number, and course title of all credit courses taught. If appropriate for establishing the relationship between the course and the faculty member’s qualifications, provide the course description as well. If the institution offers graduate courses, indicate whether the course is undergraduate (**U**) or graduate (**G**). Associate degree granting institutions offering terminal degree programs should indicate whether the courses are Transfer (**T**) or Non-Transfer (**N**). **Column Three.** List each academic degree earned by the faculty member and indicate the discipline (concentration or major) of each degree; the institution which awarded the degree; and the total number of graduate semester hours earned in each discipline in which courses have been (or will be) taught. **Column Four.** Specify qualifications such as diplomas or certificates earned (with field indicated), related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements (such as publications or papers presented) that contribute to effective teaching and student learning outcomes. Make clear the relationship between these qualifications and the content of the courses assigned to the faculty member.

1	2	3	4
Name	Courses Taught	Academic Degrees Earned	Other Qualifications

Appendix D

New Program Proposal Check-List

PROGRAM NAME:

CENTER:

SPONSOR:

DATE:

- Executive Summary (limit to one page or less)
- Background Information
- Comparable Programs
- Assessment of Need and Program Planning / Approval
- Description of Change (or New Program)
- New Program Proposal Budget Form
- Faculty
- Library and Learning Resources
- Physical Resources
- Financial Support
- Evaluation and Assessment
- University Guidelines for Ph.D. Programs Statement, when applicable
- Signed New Program Proposal Resource Form
- Cooperative agreements including teaching assignments from other academic units,
when applicable

Appendix E

Guidelines for PhD Programs

All of the aspects of the Ph.D. dissertation (proposal, committee, defense, final version, etc.) listed in the outline below must be specifically addressed in proposals for Ph.D. programs. A signed confirmation statement (such as the one shown below) must be included in the proposal.

The program director and dean understand and assure that the University Guidelines for Ph.D. Programs will be implemented and followed.

I. Dissertation Committee

- a. The dissertation committee must be comprised of a minimum of three faculty
- b. Dissertation committee members may be:
 - i. Full-time NSU Faculty
 - ii. Part-time NSU Faculty
 - iii. Faculty affiliated with other academic institutions
 - iv. Professionals outside of academia with expertise and experience related to the dissertation content area

II. Dissertation Committee Chair

- a. The faculty member, serving as chair, must have a demonstrated history of conducting research and mentoring PhD students and must possess a PhD in a field related to the research being conducted.
- b. The dissertation committee chair:
 - i. Has demonstrated an active research involvement related to the content area of the dissertation
 - ii. Has published in scholarly refereed journals within the past 5 years
 - iii. Is a faculty member at NSU and must maintain a full or part-time faculty appointment at NSU
- c. Responsibilities for the dissertation chair are to:
 - i. Work closely with Ph.D. student to formulate the dissertation proposal
 - ii. Approve the dissertation proposal for distribution to the dissertation committee
 - iii. Preside over the proposal defense
 - iv. Supervise data collection after the successful proposal defense
 - v. Approve in writing, any changes in the dissertation activity
 - vi. Consult with the dissertation committee as deemed appropriate
 - vii. Approve the final dissertation for oral defense by the Ph.D. student.

III. Dissertation Proposal

- a. The supervisory/dissertation committee must unanimously agree that a student is ready to defend their dissertation before a defense is scheduled.
- b. The dissertation proposal shall consist of:
 - i. A critical review of the literature
 - ii. The question to be answered
 - iii. A methodology section
 - iv. A proposed analysis section

The dissertation proposal defense will be before the dissertation committee and shall include:

- v. Work to be completed
- vi. Questions by the dissertation committee
- vii. Outcome of deliberation of the dissertation committee
- viii. Feedback to the Ph.D. student by the committee chair

Appendix E

Guidelines for PhD Programs

IV. Final Dissertation and Defense

- a. The defense of the final dissertation shall be
 - i. Presented by the Ph.D. student upon approval of the dissertation chair
 - ii. Presented before the dissertation committee and be open to the university community
 - iii. Announced to the university community by the Vice President for Academic Affairs after timely notification by the dissertation chair
- b. The defense shall include:
 - i. A brief summary of the proposal
 - ii. A detailed description of the dissertation results and implication of the findings
 - iii. Deliberation and a decision regarding the acceptability of the dissertation by the dissertation committee.
 - iv. Following the completion of the dissertation defense, the supervisory/dissertation committee will vote on approval of the dissertation. The resulting decision must be unanimous from all committee members.
 - v. Feedback to the Ph.D. student by the committee chair
- c. The final dissertation shall include:
 - i. The revised proposal
 - ii. A results section
 - iii. A discussion section
 - iv. A signature page with approval signatures of all dissertation committee members obtained by the graduate student

V. Binding and Dissemination of Dissertation

- a. All Ph.D. dissertations:
 - i. Will be approved and signed by the dissertation committee chair after:
 1. Revisions are complete
 2. The manuscript is bound in accordance with the guidelines established by the Vice President of Academic Affairs
 3. The manuscript has been submitted for publication in University Microfilms Inc. Dissertation Publishing
 - ii. Will follow the designated writing style establish by the dean in collaboration with the program director
 - iii. The written dissertation is required to be published in an appropriate field-specific repository (UMI, ProQuest, etc.).
 - iv. Will be distributed to the: University library
 - v. It is important for the professional development of the student to participate in dissemination of their research findings; therefore, each student should be required to participate in at least one dissemination method from Group A and one method from Group B below:
 - Group A: Presentation
 1. Presentation on research findings at an internal conference/symposium/etc.
 2. Presentation on research findings at an external conference/symposium/etc.
 3. Other field-specific and Dean/Committee approved method for presenting research findings
 - Group B: Publication
 1. Submit publication(s) from dissertation research as first/main author
 2. Submit publication(s) from dissertation research as non-first/main author
 3. Other field-specific and Dean/Committee approved method for publishing research findings

Appendix E

Guidelines for PhD Programs

Research Intensive PhD Program Development

Research-intensive PhD programs, with at least 70% of course credits dedicated to research effort.

Research-intensive PhD programs should align with the below outcomes:

- Critically apply theories, methodologies, and knowledge to address fundamental questions in their primary area of study. (Research, Critical Thinking, Content Knowledge)
- Pursue research of significance in the discipline or an interdisciplinary or creative project. Students plan and conduct this research or implement this project under the guidance of an advisor while developing the intellectual independence that typifies true scholarship. (Research, Critical and Creative Thinking)
- Demonstrate ability to use assessment, evaluation, and research data to make informed administrative, academic, clinical, and/or research-related decisions. (Knowledge)
- Design and conduct a research study, assessment study, and/or program evaluation (Application)
- Demonstrate the ability to effectively communicate the results of a unique study using appropriate dissemination outlets (e.g., written, oral, electronic). (Research)
- Articulate and solve well-defined and non-trivial problems using information, domain knowledge, and research skills acquired in the program to create measurable solutions to the field and contribute to the advancement of knowledge and/or technology in the research domain. (Problem solving)
- Make informed decisions based on ethical and legal principles. (Ethics)

Research Intensive PhD Program Financing

Financing and Infrastructure: The research intensive PhD must have a dean-approved financial plan to ensure a minimum of 4 years of funding for the PhD student that includes both tuition and a stipend. The faculty member supporting the student must have a dean-approved statement attesting that the proper infrastructure and instrumentation is in place for a PhD student to conduct the planned research

Appendix F

New Certificate Proposal Process

Nova Southeastern University's certificate programs are designed to meet the needs of emerging educational programs. They utilize already existing academic programs to offer concentrated study in a distinct niche. The development of new certificate programs is facilitated by the Office of Academic Quality, Assessment, and Accreditation (AQAA) who provides support and counsel for academic colleges seeking approval of proposals. It is the only process permitted by the Board of Trustees for the approval of substantially new academic certificate programs.

A. Certificate Proposal Development The U.S. Department of Education requires disclosures and reporting about certificate programs. Compliance with these requirements is essential for continuing eligibility for federal financial aid and university accreditation. In order to ensure timely reporting, all requests for new certificate programs must include the following:

1. Name of the certificate program.
2. Information regarding the target students and employers.
3. A description of how the program determined the need for the certificate and was designed to meet that need. For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used, and/or if State, regional, or local workforce agencies were consulted. Additionally, include: (1) Any wage analysis conducted, and 2) How the program was reviewed or approved by, or developed in conjunction with, business advisory committees, program integrity boards, regulatory agencies, or businesses that would likely employ graduates from the program. This information is provided via the Gainful Employment form, accessible at <https://www.nova.edu/portal/academic-affairs/new-programs/forms/gainful-employment-form.pdf>
4. The prospective certificate start date. (This date should be the same as the "first day of class" as required for Gainful Employment. If the dates are different, please add "first day of class.") Please note that upon approval, we must provide notification to the U. S. Department of Education 90 days before the first day of class.
5. The admissions process for the certificate.
6. The program level (baccalaureate, masters, etc.)
7. A completed Budget Form, which may be found under "Related Links" here <https://www.nova.edu/portal/academic-affairs/new-programs/index.html>
8. A faculty roster using the provided template (Appendix C).
9. The curriculum, including course descriptions and learning outcomes.
10. Indicate if the certificate is in an area where NSU currently has a degree program and identify the name of the program(s) with which the program is affiliated.

Appendix F

New Certificate Proposal Process

1. If the certificate is in an area where NSU does not currently have a program or is significantly different from existing programs, include:
 - i. descriptions of facilities and learning resources
 - ii. if online, indicate how students will access library resources
 - iii. if off-site, location(s) where it will be offered
 - iv. how the course content, program length, academic level, admission requirements, and prerequisites were determined
2. Accrediting agency approval (where applicable.)
3. State agency approval (where applicable.)

B. Certificate Program Review and Approval The new program certificate approval process is outlined in the New Certificate Proposal Flowchart. The Dean from the academic college proposing the new certificate program sends the proposal to the NPRC chair. NPRC may recommend approval, approval with minor modifications, approval with substantive modification, or not to approve. When modifications are required, the NPRC will examine the changes before the proposal is approved. Once approved, the NPRC Chair will notify the University Provost/Vice President for Academic Affairs.

The University Provost/Vice President for Academic Affairs provides is to the Deans Council for their review. The Deans Council and the University Provost/Vice President for Academic Affairs may require modifications or clarifications before approving the new certificate proposal. The applicable Dean and proposal contacts are notified of the final decision. If approved, that approval memo activates the new certificate program. In the rare instances that the new certificate program does not reside with one college, an approval notification is sent to SACSCOC.

Appendix F

New Certificate Proposal Process New Certificate Proposal Flowchart

