Block 1

Academic Affairs Committee (AAC) New Program Creation Form

Please complete this form if you are proposing the creation of a new academic program or major/minor within the Simmons School of Education and Human Development.

Default Question Block

Proposer's Name

Proposer's Email Address

Which Department is Proposing the New Program?

○ Applied Physiology & Sport Management
○ Education Policy & Leadership
○ Counseling
○ Teaching & Learning
○ Human-Centered Interdisciplinary Studies
○ Ph.D.

What should be the start term of this new program?

○ January
○ Spring
○ May
○ Summer
○ August
○ Fall

What should be the start year of this new program?

○ 2025
○ 2026

○ 2027

○ 2028

What will be the Catalog Display Name for the program (e.g. Economics, B.S., Education, M.Ed., Art History, Ph.D.)

[text input field]

What will be the full description of the program that will be displayed in the course catalog?

[text area field]

What type of program are you attempting to create?

○ New undergraduate degree

○ New graduate degree

○ New graduate certificate

○ New undergraduate minor

○ New specialization

○ [ ] Other: Please specify

** Will this proposed program include more that 50% NEW (what does new mean) Content? Please note that for programs with 50%-100% new content, approval will be needed from SMU EPC, Board of Trustees, and SACSCOC before implementation. Please allow at least one academic year to complete process when planning.

○ Yes
○ No

Preferred Abbreviated Program Name (e.g. "Chem-BS, Phys-PHD"). This field will also be the label for the proposal.

[ ]

What will be the minimum hours needed to complete the program?

What will be the CIP Code for the program?

Describe the planned new program and the relationship between this new program and existing programs and strengths of SMU.

Provide the projected number of students who will be served by this program, along with an explanation of how this number was reached.

[ ]

Please describe the methods used to determine the need for the program.

[ ]

Explain how the creation of this new program is consistent with the mission and strategic goals of SMU. re

[ ]

Describe and provide documentation of faculty involvement in the planning and approval of program.

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List all the required courses for the program that are new courses not currently in the SMU Course Catalog. These are courses you plan to develop and include in your new program.

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List all the required courses for the program that are currently existing in the SMU Course Catalog

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List all the elective courses for the program that are new courses not currently in the SMU Course Catalog. These are courses you plan to develop and include in your new program.

[textarea]

Describe the academic design for the program. Undergraduate programs typically follow a self-paced design with a considerable amount of flexibility in course selection. Graduate programs may follow a self-paced or lock-step structure as described below.

[dropdown]

Will there be multiple variations of the same program such as campus based and/or online programs, or will there be multiple specializations offered? How will students be identified or differentiated within the My.SMU system?

[textarea]

Describe admissions and graduation requirements, including the proposed admission cycle. How often and in what terms will you be admitting a new cohort or class?

[   ]

Block 2

Indicate the planned modality/ method of delivery for the program.

○ In person
○ Online
○ Hybrid

Please provide an explanation of how you will ensure student learning is equivalent to a face-to-face program.

[   ]

Describe administrative oversight to ensure the quality of the program.

Will this program be offered in compressed time frames (i.e. other than the traditional semester framework)?
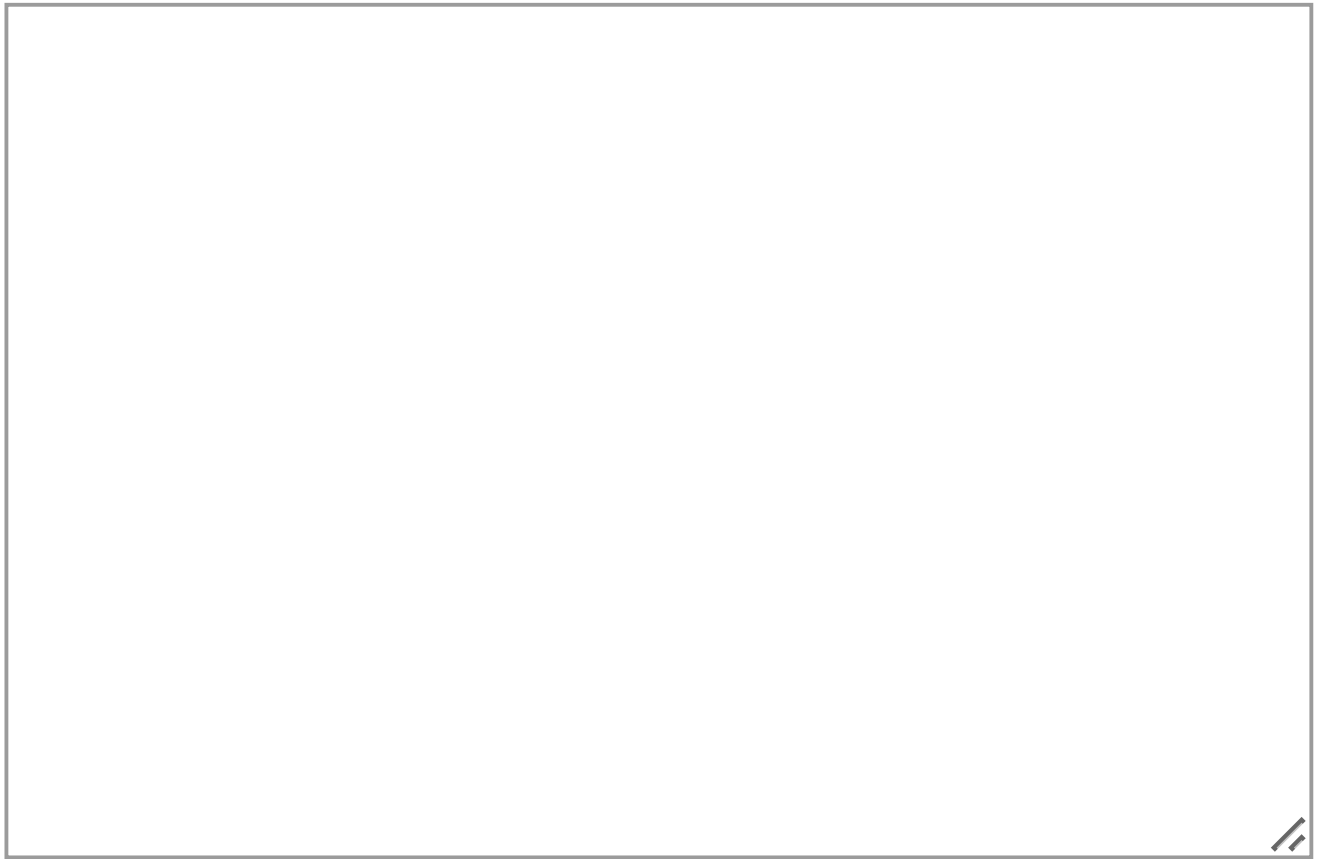
○ Yes
○ No

Describe the financial resources needed to open this new program. Please also describe the resources needed to maintain the program and support future growth.

Block 3

Please give the name and position of the person who will be responsible for assessing the learning outcomes for this program. This would typically be the program coordinator.

Provide specific student learning outcomes for this program, along with courses in the program where content toward outcomes is introduced, reinforced, or mastered. You should identify at least 4 learning outcomes for the program.

Has this course been discussed and approved at your department/program level? Please include date of department/program meeting.