

# *Guidelines for the Development of New Doctoral Programs at CMU*

## **A. Implementation**

A department or other academic unit (*e.g.*, a program or interdisciplinary area) developing a new doctoral program must first prepare a preliminary concept proposal. This preliminary proposal should be no more than two pages in length, and must address briefly the criteria in Section B below (*Criteria to be Addressed*). Estimated cost of the program must be included in the concept proposal. The preliminary proposal will be reviewed by the unit and college curricular bodies and if supported forwarded by October 1 to the Academic Planning Council. If approved by the Academic Planning Council for further consideration, the department or academic unit must prepare a full proposal. The full proposal will include:

An Academic Planning Council Proposed New Program:

- Planning Form I
- A full description of how the criteria below will be addressed (use these criteria as the evaluative guidelines for the Proposed New Program planning form); and
- A Curricular Authority Document New Academic Program Request Form

This proposal will be submitted to the Graduate Council, which will be concerned with academic quality, but not with resource issues. If supported by the Graduate Council, the full proposal will go to the Academic Planning Council with a report from the Graduate Council. The Academic Planning Council will review resource issues, especially with respect to perceived need, importance, and the relative merits of the program(s) forwarded to it, and make a recommendation to the Provost. If approved by the Provost, the proposal(s) will go to the Academic Senate for final approval.

## **B. Criteria to be Addressed**

In bold below are the criteria that will be used in the evaluation of new doctoral programs. Beneath each criterion are questions that may assist in addressing the criterion.

### **1) Demonstrate that the program supports the mission and goals of the institution.**

- a) Does this program support the mission of the university? Specifically, what institutional strength is it based upon? What societal need does it respond to (see 2a)?
- b) Does this program reflect on or support the priorities of the institution in terms of graduate education?
- c) Does this program support the mission and goals of the department's college and the department?
- d) How will this program impact (positively and/or negatively) other university departments and programs?
- e) Will this program enhance CMU's image to external constituents?

### **2) Demonstrate that there is a need (market and/or disciplinary) for the program.**

- a) Is there an international, national, regional and/or statewide need for the program? For research programs, this need might be in academia or industry. For applied programs, there must be a demonstrated need for professionals in the field to acquire the doctoral degree. Provide evidence, including external supporting documentation, that such a need exists.
- b) Will the program meet the needs of or advance the state of the discipline or profession?
- c) Will internal institutional needs be met by the program?
- d) What evidence is there that the need for this program cannot be met through existing programs at CMU or other institutions within the state of Michigan?

- e) If this is a new or emerging field, is there evidence that this field will continue to emerge and require individuals educated at the doctoral level?

NOTE: Evidence of market need might include results of employer surveys, current labor market analyses and projections, or need projections prepared by a relevant professional organization. Summaries of student interest are appropriate, but not sufficient evidence of need.

**3) Present clear evidence of the potential for a high-quality program.**

- a) How do experts in the field feel about the curriculum that has been developed? Has the program been reviewed by external reviewers?
- b) If appropriate, does the program meet specific accreditation requirements?
- c) Is the depth of the curriculum appropriate for a doctoral program?
- d) If there is a current CMU graduate program in the area, what is the general reputation (internally and/or externally) of that program?
- e) What academic services are available to assist students in succeeding in the program?
- f) How will quality be documented? How will quality in the future be ensured?
- g) What will students be expected to accomplish in the program (original research, applied research, as well as competencies)?

**4) Present clear evidence of student interest and that the program will attract quality students.**

- a) Who are the students to be served by the proposed program?
- b) How many students would optimally be enrolled in the program? Why is this the optimal program size?
- c) Given the anticipated size of the program, how will the program attract students, particularly strong students? Ethnically diverse students? Domestic and international students?
- d) What qualitative and quantitative measures will be used as admissions criteria?
- e) What opportunities will be available to students who pursue this degree program?

**5) Provide a plan for the ongoing assessment of student learning and the evaluation of the need for and feasibility of the program.**

- a) What are the student learning outcomes?
- b) How will the student outcomes be assessed?
- c) How and when will the program be evaluated?

**6) Present clear evidence that the faculty can provide a quality doctoral experience for students.**

- a) Are current faculty (who would be involved in the program) active in their discipline and productive in their area of scholarship? Evidence should be provided (consultation, clinical work, grant writing, publications, presentations).
- b) Is there a sufficient number of the current faculty both qualified to and actively supportive of offering the doctoral program?
- c) Is the faculty (with appropriate credentials in this area) adequate in number for the program? If not, what evidence is there that the program can attract additional faculty for the doctoral program? If

- additional faculty are necessary, is the university/college willing and able to commit funding to support additional positions?
- d) What is the level of instructional effectiveness of the current faculty?
  - e) Are the current faculty advising graduate students effectively?
  - f) Are the faculty mentoring graduate students and their thesis work effectively?
  - g) What is the current ratio of graduate faculty to graduate student? How will this change once the doctoral program is active?
  - h) Are the faculty able to establish external links which may be necessary for internships or clinical practica?

**7) Identify the financial resources required to support the program.**

- a) What financial resources and opportunities will be available to attract high-quality students? Is the university/college/department willing to commit graduate assistantships/fellowships to the program?
- b) How would graduate assistants/fellows serve the university?
- c) What percent of students enrolled would be expected to receive financial support?
- d) What percent of students would be employed outside of the university while pursuing their degree?
- e) Will additional staff be required to support the program? If so, is the university/college willing to commit funds to support additional staff positions?
- f) Will the program be able to garner external research dollars?
- g) Will the program be able to garner gift money?
- h) How else might the program attract resources?
- D) What is the anticipated cost effectiveness of the program (resources required/anticipated positive impact)?

**8) Identify additional resources to adequately support the doctoral program.**

- a) Is there sufficient classroom space? If not, how will such space be made available?
- b) Is there sufficient office space for additional faculty and students with graduate assistantships? If not, how will such space be made available?
- c) Is laboratory space and equipment sufficient to support doctoral students? If not, how will such be made available?
- d) Are computer resources available? If not, will the university/college provide such resources?
- e) Are library facilities sufficient? What type of budget is necessary for the purchase of additional holdings? Is the university/college/department able to provide funds for the purchase of such?

**9. For programs which are offered electronically, demonstrate compliance with *Best Practices for Electronically Offered Degree and Certificate Programs* by North Central Association.** Specifically, the following must be addressed:

- a) Will the institution assure budgetary resources and technical support for the program, maintain

- academic oversight, and assure the integrity of student work and faculty instruction?
- b) How are interactions (synchronous or asynchronous) between instructor and student and among students reflected in the design of the programs?
  - c) How will the institution provide ongoing support and training for faculty members?
  - d) How does the program propose to provide advising and logistical information to the student?

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