**PROGRAM ANNOUNCEMENT COVER PAGE**

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

|  |  |
| --- | --- |
| Institution: |  |
| New Program Title: |  |
| Degree Designation: |  |
| Programmatic Mission Level for the Institution |  |
| Degree Abbreviation: |  |
| CIP Code and Nomenclature (if possible)  *If outside the classification indicate Not Applicable* |  |
| Campus(es) where the program will be offered. |  |
| Date when the program will begin (month and year). |  |
| List the institutions with which articulation agreements will be arranged: |  |

Is licensure required of program graduates to gain employment? ❑ Yes ❑ No

Will the institution seek accreditation for this program? ❑ Yes ❑ No

◾ If yes, list the accrediting organization:

Program Announcement narrative:

❑ Objectives page(s)

❑ Need page(s)

❑ Student enrollments page(s)

❑ Program resources page(s)

**Brookdale Community College**

**Associate in [Arts, Science or Applied Science]**

[Program Name]

**DESCRIPTIVE INFORMATION:**

1. **Objectives.** Briefly summarize the program and indicate its objectives, e.g., the nature and focus of the program, the knowledge and skills students will acquire, any cooperative arrangements with other institutions or external agencies in offering the program. State whether the program exceeds the programmatic mission of the institution.
2. **Evaluation and Learning Outcomes Assessment plan for the program**. Evidence should be provided that appropriate evaluation and learning outcomes assessment plans are in place to measure the effectiveness of the program. Present a concrete plan for evaluating the program in terms of curricular design, student achievement, program success and stakeholder satisfaction. Describe who is responsible for oversight of the assessment and evaluation, including collection, analysis, and use of results to improve the curriculum. Elements of the evaluation and assessment plan may include the following:
   * Program goals or objectives (broad statements of the purpose of the program)
   * Student learning goals (more specific statements of how the program is designed to deliver the program goals and what students will learn)
   * Student learning outcomes (specific statements of how students will demonstrate their achievement of the student learning goals)
   * Map of the curriculum identifying courses and other learning experiences designed to deliver the intended student learning outcomes
   * Student learning outcomes assessment methods or tools (direct measures of student learning such as exams, term papers, projects, practicums, standardized assessments, benchmarks, portfolios, etc.; indirect measures such as reflections, surveys)
   * Program evaluation methods or tools (surveys, focus groups, job placement data, including enrollment and completion rates, admission to graduate programs, job placement data, student participation in conferences, etc.)
   * Mechanisms to support the sustainability of assessment and evaluation processes (oversight and cycles for reporting, including department or college processes; institutional reporting requirements; and accreditation if applicable)

The learning outcomes plan should be shown in the form of a table. See examples:

**Learning outcomes plan table:**

1. **Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.**
2. **Need. Provide justification of the need for this program.**
   1. If the program falls within the liberal arts and sciences and does not specifically prepare students for a career, provide evidence of student demand and indicate opportunities for students to pursue advanced study (if the degree is not terminal with regard to further education)
   2. If the program is career-oriented or professional in nature, provide evidence of student demand, labor market need, and results of prospective employer surveys. Report labor market need as appropriate on local, regional, and national bases. Specify job titles and entry-level positions for program graduates, and/or indicate opportunities for graduates to pursue additional studies.
   3. Describe the relationship of the program to institutional master plans and priorities.
   4. List similar programs within the state and in neighboring states and compare this program with those currently being offered.
3. **Students**. Estimate anticipated enrollments from the program’s inception until a steady state or optimum enrollment is reached.
4. **Program Resources.** Briefly describe the additional resources needed to implement and operate the program during the program’s first five years, e.g., the number of full-time faculty, number of adjunct faculty, computer equipment, print and nonprint material.

***Degree Requirements***. Provide an outline of the curriculum, including a list of the proposed courses and credits per course. Indicate the total number of credits in the degree program and, for undergraduate programs, the number of general education credits.

***Complete template on the next page.***

**Associate in [Arts, Science or Applied Science]**

[Program Name]

**Catalog Description (For career programs, identify the job titles that this program prepares students for upon graduation.)**

**Program Learning Outcomes**

Graduates of this program will be able to:



**General Education**:

**Course Code Title Credits**

**Career Studies:**

**Electives:**

**Total Credits:**

**Sequence:**

**Fall Term – 1st Semester**

**Total credits for semester**

**Spring Term – 2nd Semester**

**Total credits for semester**

**Fall Term – 3rd Semester**

**Total credits for semester**

**Spring Term – 4th Semester**

**Total credits for semester**

**Signature page for new Program Announcement**.

Originator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Approvals/review** | |
| **Department Chair** | **Date** |
|  |  |
| **Institute Dean** | **Date** |
|  |  |
| **Counselor** | **Date** |
|  |  |
| **Reviewed by Institute Administrator** | **Date** |

\*Email form and send hard copy with signatures to [ekruijssen@brookdalecc.edu](mailto:ekruijssen@brookdalecc.edu)

|  |  |  |
| --- | --- | --- |
| **Reviewed by Institute Deans** | | **Date** |
| **Academic Council** | | **Date** |
|  | |  |
| **General Education (if applicable)** | | **Date** |
|  | |  |
| **Vice President for Learning** | | **Date** |
| **Registrar** | | **Date** |
|  | ***Effective term:*** | ***Effective catalog:*** |
| **President** | | **Date** |