

TEMPLATE FOR PROGRAM PROPOSAL WITH BUSINESS CASE

This template for new program proposal with business case introduces a comprehensive program aligned with our Institute's strategic objectives and mission. Tailored to meet both student and workforce demands, the program addresses a critical and compelling need. It includes a detailed analysis of market demand, employment opportunities, and program features, comparing them with existing offerings. Additionally, enrollment projections for the initial five years underscore our commitment to sustainable growth. The proposal outlines the program's structure, faculty requirements, student services, and presents a robust business case projecting revenues and expenses over five years.

Rationale and need for the program

- Describe the program's fit with the Institute's mission, vision, and strategic priorities.
- Describe how the program will address a critical and compelling need.
 - State the specific workforce needs and demands for graduates of the proposed program.
 - Describe employment opportunities available to graduates of the proposed program.
 - Provide evidence of market demand, including such indicators as workforce data, recent needs assessment, or survey results.
 - Provide evidence of prospective student interest in the program.
 - Provide data on the current and projected supply of graduates from comparable programs (local and regional, and where applicable, national).
- Describe the features of the proposed program and contrast these with existing comparable programs (local, regional, and, where applicable, national).
 - Degree or certificate credential
 - Total credit hours
 - Program length
 - Full-time/part-time options
 - Program delivery (onsite, online, hybrid)
 - Target audience(s)
 - Program goals
 - List of courses, with brief descriptions and credit hours
 - Costs (per credit hour or bundled)
- Provide enrollment projections for the first five years of the program (heads, full-time/part-time mix, credit hours generated), including projected number of graduates beginning with the first year the degree will be awarded.
- If a similar program exists in the greater Boston area or New England region, describe the similarities and differences and the uniqueness of the proposed program at the Institute.

Course of study

- State the program's objectives.
- Describe the expected student learning outcomes—the knowledge, skills, and attitudes to be acquired—in measurable terms.

- Describe the program
 - Curriculum plan
 - Course titles, numbers, credit hours, and catalog description, including prerequisites; indicate which are currently offered and which new courses will be developed.
 - Sample plan(s) of study
 - Instructional methodologies
 - Quantitative and qualitative measures of student learning, including any post-graduation licensure or certification exams.
- Indicate plans to apply for accreditation of the program by a specialized accrediting agency and the proposed timeline for doing so to ensure the first graduating cohort will be covered.
- Indicate any licensure or certification requirements required for graduates to be employed in the specialized field of study.
- Describe any additional resources, including faculty, facilities, clinical settings, or other resources, that will be required to qualify for program accreditation or licensure/certification of program graduates. Include applicable timelines, e.g., program director or faculty appointments in advance of admitting students.

Faculty

Provide a list of faculty, including qualifications and areas of expertise, who will teach in the program.

Student services

- Describe the admission, progression, and graduation criteria/standards and policies.
- Describe the plan for recruiting students, including geographic target area, marketing plan, and timeline.
- Describe sources of financial aid that will be available to eligible students.
- Describe additional student services that will be needed to support the program.

Library and learning resources

- Describe additional library and learning resources that will be needed to support the program, including IT resources, and a timeline for acquiring them.
- Indicate if cooperative agreements will be needed to ensure access to appropriate library and learning resources.

Facilities

- Describe additional facilities (classrooms, labs, faculty offices, administrative space, student space, etc.), space renovations, and equipment that will be needed to support the program.
- Provide a timeline indicating when the additional facilities or equipment will be needed.

Cooperative agreements

Where applicable, describe agreements with other institutions or organizations that will be needed to support the program, including but not limited to:

- Clinical placements
- Colleges or universities
- Other organizations, centers, etc.

Organizational structure

Indicate the program's organizational structure and governance:

- Placement in the Institute's organizational structure: school, department, etc., and
- Administrative leadership of the program: program director, department chair, dean, associate provost, provost, other (describe).

Business Case

- Attach a copy of the [business case](#), including a pro forma projecting five years of revenues and expenses.
- Indicate if startup funds will be needed, and if so, amount, timeline, and anticipated revenue source(s), e.g., Strategic Initiatives Pool, grant funding (specify), philanthropy (specify), other (specify).
- Identify capital budget needs and timeline for requesting them.

Approved on May 27, 2011

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