

OFFICE OF ACADEMIC AFFAIRS

**Questions for New and/or Substantially Revised Academic Programs and Minors**

This form contains questions for programs, departments, and Steinhardt central administrators to consider in order to determine the viability of proposing a new or substantially revised academic program. You must complete this form before speaking with an Office of Academic Affairs representative.

Questions address the following areas: academic rationale, and resource and capacity. The program/department faculty or director should answer as many questions as possible. We do not expect you to have all the answers in advance. Thus, answers such as "don't know" or "need help with this" are perfectly acceptable responses and will help us work collaboratively to explore these questions and identify effective approaches to ensure program and/or minor viability.

First Name:

Last Name:

NYU Email:

Phone Number:

Academic Title:

* Professor
* Associate Professor
* Assistant Professor
* Clinical Professor
* Clinical Associate Professor
* Clinical Assistant Professor
* Music Professor
* Music Associate Professor
* Music Assistant Professor

Department:

* Administration, Leadership, and Technology
* Applied Psychology
* Art and Art Professions
* Communicative Sciences and Disorders
* Humanities and Social Sciences in the Professions
* Media, Culture, and Communication
* Music and Performing Arts Professions
* Nutrition and Food Studies
* Occupational Therapy
* Physical Therapy
* Teaching and Learning

Answer If Department **ADMINISTRATION, LEADERSHIP, AND TECHNOLOGY** Is Selected

Administration, Leadership and Technology Program:

* Business and Workplace Education
* Digital Media Design for Learning
* Educational Communications and Technology
* Educational Leadership
* Higher and Post-secondary Education
* New Program

Answer If Department **APPLIED PSYCHOLOGY** Is Selected

Applied Psychology Program:

* Applied Psychology
* Counseling and Guidance
* Counseling for Mental Health and Wellness
* Human Development & Social Intervention
* New Program

Answer If Department **ART AND ART PROFESSIONS** Is Selected

Art and Art Professions Program:

* Art Education
* Art Theory & Critical Studies
* Art Therapy
* Costume Studies
* Studio Art
* Visual Arts Administration
* New Program

Answer If Department **COMMUNICATIVE SCIENCES AND DISORDERS** Is Selected

Communicative Sciences and Disorders:

* Communicative Sciences and Disorders
* New Program

Answer If Department **HUMANITIES AND SOCIAL SCIENCES IN THE PROFESSIONS** Is Selected

Humanities and Social Sciences in the Professions:

* Applied Statistics in Social Research
* Education and Jewish Studies
* Education and Social Policy
* Education Studies
* History of Education
* Interdepartmental Research Studies
* International Education
* Sociology of Education
* New Program

Answer If Department **MEDIA, CULTURE AND COMMUNICATION** Is Selected

Media, Culture and Communication:

* Media, Culture, and Communication
* New Program

Answer If Department **MUSIC AND PERFORMING ARTS PROFESSIONS** Is Selected

Music and Performing Arts Professions:

* Dance Education
* Drama Therapy
* Educational Theatre
* Music Business
* Music Education
* Music Instrumental: Brass Studies
* Music Instrumental: Jazz Studies
* Music Instrumental: Percussion Studies
* Music Instrumental: Piano Studies
* Music Instrumental: String Studies
* Music Instrumental: Woodwind Studies
* Music Technology
* Music Theory and Composition
* Music Therapy
* Performing Arts Administration
* Vocal Performance
* New Program

Answer If Department **NUTRITION AND FOOD STUDIES** Is Selected

Nutrition and Food Studies:

* Nutrition
* Food Studies
* Public Health
* New Program

Answer If Department **OCCUPATIONAL THERAPY** Is Selected

Occupational Therapy:

* Occupational Therapy
* New Program

Answer If Department **PHYSICAL THERAPY** Is Selected

Physical Therapy:

* Physical Therapy
* New Program

Answer If Department **TEACHING AND LEARNING** Is Selected

Teaching and Learning:

* Childhood Education
* Early Childhood Education
* English Education
* Environmental Conservation Education
* Literacy Education
* Mathematics Education
* Multilingual and Multicultural Studies
* Science Education
* Social Studies Education
* Special Education
* Teaching and Learning
* New Program

NEW PROGRAM OR JOINT DEGREE QUESTIONS

* What is the new program title or joint degree title?
* What would be the title of the Degree Award?
* Please clearly define a program purpose that is aligned to the degree award and program title.
* Please provide a brief description of the program as it will appear in the institution's catalog.
* Please articulate between 1 and 3 program-level (curriculum-level) objectives that are clearly defined and directly aligned with the program purpose and proposed degree award.
* What is the documented need for this program? What external data exists that supports this documented need?
* How will this program advance the department and School’s core mission, vision, and strategic plan?
* Are other faculty groups and departments supportive of this new program? Within Steinhardt?  Outside of Steinhardt?
* Is there overlap between this new program and an existing program?
* What opportunities for collaboration with other programs/departments/schools/organizations does this new program offer?
* Please provide feedback that you have received for this new program from your department chair, other faculty, students and/or other stakeholders.
* What is the audience (local, regional, national, international) for this program?
* How does this program fit within the University’s global initiatives?
* How will the program be assessed and evaluated?
* Please estimate the anticipated/projected enrollment in this program for the first through fifth year.
* Please list the existing resources this program will use (e.g., space, technology, faculty (please list names), etc.)
* When we calculate the cost of this program, have we included:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| Faculty |  |  |  |
| Advisors |  |  |  |
| Administrators |  |  |  |
| Marketing |  |  |  |
| Physical Capacity/Space |  |  |  |
| Renovation(s) |  |  |  |
| Equipment and Supplies |  |  |  |

* Is this program unique?
* How it is unique?
* How might we offer it in unique ways?

PROGRAM REVISION OR NEW DUAL DEGREE QUESTIONS

* Please select the type of revision you are proposing:
* A cumulative change of one-third or more of the minimum credits required for the award (for example, a change of 20 or more credits in an associate degree program, 40 in a bachelor’s program) since the last approval
* A proposal to offer two registered programs as a time-shortened dual degree program (not to be confused with a joint degree)
* A change in a program’s focus or design
* A program title change
* Adding an option or concentration
* Adding a certificate title (for example, bilingual extension for teaching degrees or creating a dual certification)
* Any change in the courses required for a program as registered that leads to, or is proposed to lead to, teacher certification
* A change in the location at which a complete program is offered
* A change in the mode of delivery (for example, through contractual arrangement with an external entity, in another language, in an accelerated format)
* A change in award (degree title) to which a program leads (for example, from a B.A. to a B.S.)
* Discontinuance of a program
* Eliminating an option or concentration
* Eliminating a requirement for program completion (for example, eliminating an internship requirement)
* A format change that may result in a change in the program's financial aid eligibility (for example, from day to evening, from weekday to weekend, from full-time to part-time)
* What are the proposed changes to this program?
* In a brief narrative, please explain the rationale for the changes.
* How does this revision advance the Department’s and School's core mission, vision, and strategic plan?
* Describe the plan for implementing the proposed changes, including the effective date and the impact on the currently enrolled students.
* Please provide feedback that you have received for this revision from your department chair, other faculty, students, and/or other stakeholders.
* Does this revision impact any other schools at NYU? If so, which schools?

MINOR QUESTIONS

* What is the proposed minor title?
* Please provide a description of the minor (250 words or less).
* Please describe how the proposed minor fits within the curriculum of the department or school.
* Please provide the course requirements, sequencing, credits and descriptions.
* Please provide the list of faculty, including affiliations:
  + Faculty Name
  + Faculty Name
  + Faculty Name
  + Faculty Name
  + Faculty Name
* Please describe how academic advising will be provided for students in the program.
* Please provide evidence of confirmation of adequate resources to offer this minor in a way that would enable students to progress toward completion (e.g., sufficient numbers of faculty to accommodate sabbaticals, additional sections).
* How does this minor fit within the University's global initiatives?

ADDING ONLINE COMPONENT QUESTIONS

* Describe the plan for implementing the proposed changes, including the effective date.
* How will the program be assessed and evaluated?
* Describe the plan for evaluating student work and progress through the online program.