

UNDERGRADUATE MAJOR

PRELIMINARY PROSPECTUS FOR THE ESTABLISHMENT OF AN UNDERGRADUATE MAJOR

Units wanting to develop new undergraduate majors or modify existing majors within existing degree programs should submit the following preliminary information to the Office of Academic Affairs at least three months before a full proposal is presented to relevant Curriculum Committees. This information should be accompanied by a letter from the college indicating support for the proposed new major.

- A. State the title of the proposed major and indicate whether it is new or a modification of an existing major.
- B. State the rationale for initiating the proposal.
- C. Provide information regarding the relationship of the proposed major to the mission of the department/college. Describe the relationship of the proposed major to other majors in the department and college.
- D. Indicate the proposed implementation date for the new major.
- E. Indicate what departments or other units are responsible for the major, and what departments or other units will play supportive roles for the major.
- F. Describe the major in catalog style, including each concentration or option.
- G. Provide details regarding the source of students for the new major. Provide estimates of the numbers of students (FTE) expected to enroll in this major over the next four year period.
- H. Indicate the availability of such a major at other leading universities.
- I. Describe the impact the new major will have on facilities, faculty, and support services.
- J. Estimate total costs, over and above current levels of operation, associated with the new major during the next four years. Explain how the department/college plans to meet these costs.
- K. Indicate what faculty would participate in offering the major, what each one's area of specialization is relative to the major as currently conceived.

GUIDELINES FOR THE SUBMISSION OF AN UNDERGRADUATE MAJOR PROPOSAL

- I. This proposal for a new undergraduate major is transmitted by the college to the Office of Academic Affairs. The proposal must be accompanied by a letter from the dean(s) that describes college resources committed to the program and the relationship of the new major to other priorities of the college.

II. GENERAL INFORMATION

- 1. Give the name of proposed major:
- 2. State what degree students completing the major will receive:
- 3. State the proposed implementation date:
- 4. Identify the academic units (e.g., department, college, etc.) responsible for administrating the major program.

III. RATIONALE

5. Describe the rationale/purpose of the major.
6. Identify any unique characteristics or resources that make it particularly appropriate for Ohio State to offer the proposed major.
7. Cite the benefits for students, the institution, and the region or state.
8. List similar majors offered in both public and private institutions in Ohio and the U. S. Explain how these majors compare to the one proposed.
9. Cite the enrollment patterns of similar majors in Ohio or in the United States.
10. Describe career opportunities and/or opportunities for graduate or professional study available to persons who complete the major.
11. Describe any licensure or certification for which this major will prepare students.

IV. GOALS/OBJECTIVES/EVALUATION

12. Provide a learning outcomes assessment plan for the major program.

ASSESSMENT PLAN

- A. State the general and specific educational goals and objectives of the major.
- B. Indicate the methods that will be used to assess whether the educational goals and learning objectives are being met.
 - i. Align an evaluation method with each educational objective and expected outcome students should achieve.
 - ii. Specify the criteria that will be used to evaluate successful student learning.
- C. Provide the time line over which the assessment plan will be implemented.

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
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- D. Describe how outcomes information will be used to improve student learning and program effectiveness.

V. RELATIONSHIP TO OTHER PROGRAMS

13. Describe current major and minor programs in the department(s) and how they relate to the proposed major.
14. Identify any overlaps with other programs or departments within the University. Append letters of concurrence or objection from related units.
15. Indicate any cooperative arrangements with other institutions and organizations that will be used to offer this major.
16. Specify any articulation arrangements (direct transfer opportunities) with other institutions that will be in effect for the major.
17. Provide information on the use of consultants or advisory committees in the development of the major. Describe any continuing consultation.

18. Indicate whether this major or a similar major was submitted for approval previously. Explain at what stage and why that proposal was not approved or was withdrawn.
19. Indicate where students will be drawn from, e.g., existing academic programs, outside of the University, etc. Estimate the mix of students entering the major internally and externally.

VI. STUDENT ENROLLMENT

20. Indicate the number of students you anticipate will be admitted to the major each year.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
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Full-time

Part-time

Estimated Summer enrollments:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
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Full-time

Part-time

VII. REQUIREMENTS

21. List the courses (department, title, credit hours, description) which constitute the requirements and other components of the major. Indicate which courses are currently offered and which will be new. Append a quarter-by-quarter sample program and all New Course, Course Change, and Course Withdrawal forms necessitated by the implementation of the proposed major.

<u>Department</u>	<u>Title</u>	<u>Credit Hours</u>	<u>Brief Description</u>
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22. State the minimum number of credits required for completion of the major.
23. State the average number of credits expected for a student at completion of the major.
24. Give the average number of credits taken per quarter by a typical student. Estimate the average for each year.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
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Full-time

Part-time

25. Give the number of credits students are required to take in other departments.

<u>Department</u>	<u>Number of Credits</u>	<u>Level*</u>
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26. Give number of credits a typical student might take as electives in other departments.

<u>Department</u>	<u>Number of Credits</u>	<u>Level*</u>
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*Level: lower-division or upper-division undergraduate, masters, doctoral, or graduate/professional.

27. Describe other major requirements in addition to course requirements, e.g., examinations, internships, final projects.
28. Identify from which specialized professional association(s) accreditation will be sought. List any additional resources that will be necessary to gain such accreditation.
29. Describe the number and qualifications of full-time and part-time faculty. List current faculty and areas of expertise. Describe the number and type of additional faculty needed.

CURRENT

<u>Name</u>	<u>Area of Expertise</u>	<u>Full or Part Time</u>
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PROPOSED ADDITIONAL FACULTY

<u>Name</u>	<u>Area of Expertise</u>	<u>Full or Part Time</u>
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30. Describe existing facilities, equipment, and off-campus field experience and clinical sites to be used. Indicate how the use of these facilities, equipment, etc. will impact other existing programs.
31. Describe additional University resources, including libraries, that will be required for the new major.
32. Describe the major as it would appear in the appropriate college bulletin.

Form approved 3/2/88, Council on Academic Affairs

WITHDRAWAL OR DEACTIVATION OF AN EXISTING MAJOR
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A unit requesting a withdrawal or deactivation must clearly state if the major is to be deactivated or terminated. Termination is a final step which removes the major from the possibility of future reactivation. To deactivate a major means that it is held in abeyance until reactivation becomes feasible. In both cases no new admissions into the major are possible. Withdrawal or deactivation of an existing major must be reviewed and approved by the same bodies that approved the existence of the major. The proposal must include information on how the withdrawal or deactivation will impact on the University, justification and an explanation of the withdrawal or deactivation. Forms should be submitted for the permanent elimination of any courses necessitated by the withdrawal or deactivation of the major.

REINSTATEMENT OR REACTIVATION OF A MAJOR

The reinstatement or reactivation of a major must follow the same procedures and guidelines as the establishment of a major, except that the approval process ends with the approval of the Council on Academic Affairs for majors in effect prior to September 20, 1963.

FLOW CHART, NEW UNDERGRADUATE MAJOR (UNDER AN EXISTING DEGREE PROGRAM)

