

Student Development New Program Proposal Worksheet

(To be submitted to the Vice President of Student Development)

Date:

Submitted By:

New Program Name:

Program Description:

Purpose of new program:

Intended Participants:

Established need:

Resources demanded (example: financial, personnel, facilities):

Alignment to stated outcomes of department:

Pilot process (how long, assessment of effectiveness, decision point to continue or close):

Once the proposal is received by the Vice President, the following steps are taken:

Step 1: Feedback from VP

- Not Viable
- More information needed

Step 2: Proposal presented to Associates committee (Documents must be provided ahead of time)

Step 3: Final proposal presented to VP

Step 4: Assessment of reviewed program by Vice President to determine:

- Not viable
- Resources or scope of new program in need of cabinet approval
- Approval for pilot program