State University of New York

Memorandum to Presidents

Date: October 1, 1973

From: Office of the Vice Chancellor for Academic Programs

Subject: Procedures for Submission of Academic Program Proposals

As you are aware, the University is making every effort to conserve resources and to plan the careful development of its academic programs. A means to facilitate planning which has been in use for some time by the Colleges of Arts and Science is the "Letter of Intent," which the President submits prior to the development of a program proposal. I am writing now to request that all State University campuses adopt this procedure for the submission of proposed academic programs. The guidelines below describe the Letter of Intent, outline a common format for the program proposal, and define the procedures for their submission.

I. Procedure for Submission of a Letter of Intent

The Letter of Intent should be addressed by the President to the Vice Chancellor for Academic Programs and should be received well in advance of the anticipated initiation date of the program. We suggest that a reasonable timetable be considered in order to avoid frustration with the processes of academic and budgetary review, approval, and registration. We will acknowledge receipt of the Letter of Intent and specify the Provost to whom it has been sent for review. The campus contact with the Office of Academic Programs will then be the designated Provost, and he or she will transmit to the campus the formal response to the Letter of Intent.

II. Content of the Letter of Intent

The Letter of Intent should contain as a minimum the program title, a description, and a concise statement justifying its consideration for addition to the college's curricula.

Detailed information is not required in a Letter of Intent. However, it would be desirable and beneficial to include in this phase as much data and planning information as possible in anticipation of the information required in the program proposal. The Letter should provide sufficient information to enable us to respond sensitively and usefully to the campus. It will serve as an advance notice of your intentions and timetable for implementation of your campus master plan and will be our occasion for conveying to you any potential problems or concerns, such as possible duplication of effort or unfavorable enrollment trends.
III. Procedure for Submission of a Program Proposal

After the campus receives a positive response to the Letter of Intent, faculty energy may be usefully devoted to the development of a program proposal. Section IV outlines the elements of a program proposal applicable to undergraduate programs, to be used by all University campuses. It supplants the "eleven-point" format previously followed by community colleges and agricultural and technical colleges. Program proposals for graduate programs will follow the Guidelines for Evaluations of Graduate Programs. Programs involving teacher certification or other certifications will follow the appropriate forms requested by the State Education Department.

Five copies of the program proposal should be submitted to the Vice Chancellor for Academic Programs reasonably prior to the proposed initiation date—for example, six months.

IV. Content of the Program Proposal

A. Identity of the program

1. Title of the program or curriculum
2. Degree, certificate, or diploma
3. Proposed beginning date
4. Description of the course of study or content, including the course descriptions in appendix.

B. Long-range planning

1. Relation to University Master Plan.
2. Relation to campus master plan.
3. Relation to existing or other projected programs of the institution.
4. Relation to existing programs at other institutions, public and private, in the service area, region, and State.

C. Resources

1. Faculty and staff: does the program call for faculty resources already present which might be reassigned, or will it depend on new appointments? Include vitae in appendix.
2. Facilities, including equipment and library holdings: are the present facilities adequate for the proposed program, or are additional facilities, equipment or library holdings required?
3. Expenditures: describe initial and long-range costs, including method of support, outside sources and revenues.
D. Students

1. Identity: will the program serve a special clientele (e.g., disadvantaged, handicapped, veterans, aged.)?
2. Counselling: describe provisions.
3. Demand: include potential enrollment for five years.
4. Employment possibilities: include data for geographic area and the State.
5. Articulation and transfer: describe potential for articulation of the program with preceding level and next appropriate level of instruction.

E. Evaluation

1. Academic quality and cost effectiveness: describe provisions for review.
2. Graduate programs: include special provisions.

F. Local resolutions

1. Include local resolutions and support documents from faculty councils, where appropriate.

We are confident that these procedures will be useful in the development and review of program proposals. We have shared them with the Council of Presidents and have benefited from the Council's careful review and suggestions. It is our desire to be as helpful as possible as we collaborate in the development of campus academic programs.

Bruce Dearing

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated Campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information only sent to:

Chancellor Kibbee President Miles
Dean McGrath Vice Provost Risley