

Review Process Recommendation*

	Printed Name	Signature	Date
Department Head:	_____	_____	_____
Recommend	Not Recommended	(please provide a brief rationale)	
Dean:	_____	_____	_____
Recommend	Not Recommended	(please provide a brief rationale)	
VPAA:	_____	_____	_____
Recommend	Not Recommended	(please provide a brief rationale)	
President:	_____	_____	_____
Recommend	Not Recommended		

*A recommendation at the department head or dean level is considered as full support of the pre-proposal. If a pre-proposal is not recommended at the department head or dean's level it should not be sent forward to the VPAA.

Note: Recommendation for a pre-proposal (white paper) should not be considered as a tacit approval of a program proposal. A pre-proposal is preliminary approval to move forward with completing a full program proposal. Program approval is not final until by all requisite approval bodies.

Pre-Proposal (White Paper) Format

Provide a maximum 5-page narrative for the proposed program and attach relevant documentation.

General description of the program

- Brief summary of program, sponsoring department, and rationale for development

Justification/Need for Program (Attach Relevant Documentation):

- State, Regional and National Data Relative to Demand for Program
- Projected Program Enrollment for 3-5 Years. Based on Internal & External Prospective Students Who Indicate a Commitment (not interest) in Enrolling (consider attrition)
- Impact on Existing Internal and External Programs – interdisciplinarity and/or support (Russellville & Ozark)

Curriculum Outline

- List Program Learning Outcomes. Should be between 3-5, unless more required by external accreditor (list external accrediting body, if applicable)
- List Major/Required Courses and Credit Hours (denote new courses with an asterisk)
- List All Support Courses Required from Other Departments/Programs

Resources

- Anticipated New Program Costs/Expenses (i.e., faculty (FT, PT, Adjunct)/GAs/staff/lab assistant, supplies, library resources, equipment, space renovations) for 3-5 Years and
- How Program Will Support Itself
- Other

Faculty

- Impact on Workload for Current Faculty
 - Other
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