Following is an extract of the items needed for new program announcements. Please see the full 2019-2020 AIC Manual for additional information on the State program approval process.

The **Program Announcement** for a new degree must contain narrative/descriptive information on the following:

1) **Objectives**

Briefly summarize the program and indicate its objectives, e.g., the nature and focus of the program, the knowledge and skills students will acquire, any cooperative arrangements with other institutions or external agencies in offering the program. State whether the proposed program exceeds the programmatic mission of the institution as listed in Appendix C of the AIC Manual. **(Note: Montclair's Programmatic Mission level is Doctoral)**

2) Evaluation and Learning Outcomes Assessment Plan

Evidence should be provided that appropriate evaluation and learning outcomes assessment plans are in place to measure the effectiveness of the program. Present a concrete plan for evaluating the program in terms of curricular design, student achievement, program success, and stakeholder satisfaction. Describe who is responsible for oversight of the assessment and evaluation, including collection, analysis, and use of results to improve the curriculum. In the case of accredited programs, an explanation of how accreditation standards and processes inform the assessment plan should be provided.

Elements of the evaluation and assessment plan may include the following:

- Program goals or objectives (broad statements of the purpose of the program in terms of what students will be prepared to do with the credential)
- Student learning goals (more specific statements of how the program is designed to deliver the program goals and what students will learn)
- Student learning outcomes (specific statements of how students will demonstrate their achievement of the student learning goals)
- Map of the curriculum identifying courses and other learning experiences designed to deliver the intended student learning outcomes
- Student learning outcomes assessment methods or tools (direct measures of student learning such as exams, term papers, projects, practicums, standardized assessments, benchmarks, portfolios, etc.; indirect measures such as reflections, surveys)
- Program evaluation methods or tools (surveys, focus groups, job placement data, etc. that will measure student and employer satisfaction; program success data, including enrollment and completion rates, admission to graduate programs, job placement data, student participation in conferences, etc.)
- Mechanisms to support the sustainability of assessment and evaluation processes (oversight and cycles for reporting, including department or college processes; institutional reporting requirements; and accreditation if applicable)

The learning outcomes plan should be shown in the form of a table. Examples of evaluation and learning outcomes plans are shown in Appendix K of the AIC Manual.

3. Relationship of the program to institutional strategic plan and its effect on other programs at the same institution.

4. Need. Provide justification of the need **(i.e., demand)** for this program.

If the program falls within the liberal arts and sciences and does not specifically prepare students for a career, provide evidence of student demand and indicate opportunities for students to pursue advanced study (if the degree is not terminal with regard to further education).
If the program is career-oriented or professional in nature, provide evidence of student demand, labor market need, and results of prospective employer surveys. Report labor market need as appropriate on local, regional, and national bases. Specify job titles and entry-level positions for program graduates, and/or indicate opportunities for graduates to pursue additional studies.
Describe the relationship of the program to institutional master plans and priorities.
List similar programs within the state and in neighboring states and compare this program with those currently being offered.

For doctoral programs only, supply a select list of distinguished programs nationally in this discipline.

5. Students. Estimate anticipated enrollments from the program's inception until a steady state or optimum enrollment is reached.

6. Program Resources. Briefly describe the additional resources needed to implement and operate the program during the program's first five years, e.g., the number of full-time faculty, number of adjunct faculty, computer equipment, print and non-print material.

7. Degree Requirements - Provide an outline of the curriculum, including a list of the proposed courses and credits per course. Indicate the total number of credits in the degree program and, for undergraduate programs, the number of general education credits.