

MONTCLAIR STATE UNIVERSITY

PROPOSAL FOR A NEW GRADUATE CONCENTRATION WITHIN AN EXISTING DEGREE PROGRAM

Submission Deadline: Submissions for a new concentration within an existing graduate degree program must be received by The Graduate School by November 1 in order to take effect the following academic year. Approval for a new concentration ends with the Provost.

Proposer's Name: _____

Email: _____

Signature: _____

College: _____

Department: _____

Title of proposed concentration: _____

Degree designation of the concentration's existing degree (e.g., MA, MAT, etc.): _____

Approval Signatures

Chairperson, Department Curriculum Committee _____ Date

Chairperson, Department/Program Director _____ Date

Chairperson, College/School Curriculum Committee _____ Date

Dean, College/School _____ Date

Chairperson, Teacher Ed. Policy Cmte/Teacher Certification Officer _____ Date
(only for programs leading to NJ State Certification)

At this point, forward the proposal to The Graduate School

Chairperson, Graduate Council _____ Date

Dean, Graduate School _____ Date

Provost/Vice President for Academic Affairs _____ Date

Additional Approval Signatures

Signatures of acknowledgement from the chairperson(s) of the department(s) in which collateral courses are housed (if applicable). A course is considered collateral if it housed in a department that is different from the one proposing the alteration. Copies of email exchanges between faculty proposers and chairpersons are acceptable.

_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date
_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date
_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date
_____	_____	_____	_____
Dept. Chairperson	Dept. Name	Collateral Course #	Date

Required Narrative

This form must be accompanied by a narrative that includes the following sections:

1. **Objectives.** Briefly summarize the program, its rationale, 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.
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. Please consult the New Jersey Presidents' Council AIC Manual for examples.
3. **Relationship of the Program to Institutional Strategic Plan.** Please refer specifically to the University's current Strategic Plan. The section should also discuss the program's effect on other programs at the University.
4. **Need.** Provide justification of the need for this program.
 - a) 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)
 - b) 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.
 - c) Describe the relationship of the program to the University's master plans and priorities.
 - d) List similar programs within the state and in neighboring states and compare this program with those currently being offered.
 - e) 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. **Work Program.** 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. Course titles with course descriptions should also be included the narrative.

Budget Worksheet. It is recommended that a draft of the budget worksheet be submitted to the Department Chair concurrently with the proposal. A signed budget worksheet from the College's Dean's Office is required in order for the proposal to be advanced to the Provost's Office.

Note: All new or altered courses for a certificate must be fully approved before the concentration can be offered.