URI College of Business (CoB) - Graduate Curriculum Committee (GCC)

Program Proposal Procedure

The GCC intends to add value and genuinely serve the college's best interests by its work. To make the program proposal review process consistent, transparent and easy-to-follow, we offer the following guidance to our faculty in helping them propose a program. Our expected program proposal review time is maximum four weeks.

Section-1: Program proposal at URI

GCC receives the program proposals initiated by faculty member(s). The whole process is shown below in Figure-1 (https://web.uri.edu/facsen/curriculum/the-approval-process/).

Figure-1: Program Proposal process at URI

After reviewing the proposed program, GCC may (i) approve the proposal, (ii) send it back for revision, or (iii) reject the proposal.

Section-2: GCC's 10-points Review Criteria:

1) **Professionalism:** Is the proposal complete and professionally written (free from spelling, grammatical and formatting errors) If not, the GCC chair will desk reject proposal without sharing with the committee (within one week of submission.)
2) **Strategic alignment:** Is the program aligned with the CoB / URI strategic objectives?
3) **Market Demand Analysis:** Is there genuine potential demand within the space the college operates? Enrollment projections and evidence of student interest should be concrete, and data driven which may come from the following resources: industry trends, advisory board recommendation, letters of support from industry, competitor school enrollment analysis.
4) **Staffing, Resources:**
   - Is there a sound plan for staffing and other resource requirements including faculty workload and support services such as advising, career services and technical support?
5) **Financial feasibility analysis** - breakeven estimate, tuition revenue. A discussion with the Associate Dean for Graduate Programs is encouraged (but not required) to evaluate the budget and scheduling impact of the proposed program.
6) **Program Overlap:**
   - How are other academic units impacted by the proposed program? If there is a significant overlap with an existing program, the proposal should highlight the differences between existing programs and the proposed program.
   - Does the proposed program risk cannibalizing enrollments of existing programs?
7) **Commonality:** Can the proposed program utilize some of the existing CoB courses?
8) **Faculty Support:** Is there demonstrated faculty support for the program (demonstrated by Area meeting minutes or signed letters)? This could be within an area or across the college for inter-disciplinary programs.
9) **Competitor Schools** Provide a comparison (courses offered, length, tuition fees, concentration areas…) with three similar programs at competitor schools across the nation.
10) **Plan for Assurance of Learning Evaluation**: To close the loop, how is assurance of learning going to be measured as per the program's learning outcomes?