

**UNCW Graduate School  
New Program Review Criteria  
2013**

Criteria	Ranking			
	Well-Described (3)	Minimally-Described (2)	Description not Appropriate (1)	Did not Describe (0)
<p><b>The needs for the program are well-established.</b></p> <ul style="list-style-type: none"> <li>The need for the program is explained using documentation from appropriate national, state, local, professional, and disciplinary resources.</li> <li>How the program will meet the need described above is explained.</li> <li>Indicators of student demand for the program are provided.</li> <li>The projected enrollment in the program is provided.</li> <li>Similar programs offered in the state, especially in NC System are described, and how the proposed program relates to these (may include samples of catalog descriptions of similar programs) are also described.</li> <li>Any overlaps with other programs at UNCW are described, and any duplication of programs is justified. If overlap exists with another unit, that unit should have provided a commentary on the proposal for the new program.</li> </ul>				
<p><b>The unique features of the program are described.</b></p> <ul style="list-style-type: none"> <li>Program description is provided</li> <li>Program description provides evidence that ensures it is current and consistent with the highest standards of its academic discipline.</li> </ul>				
<p><b>Program Description is well-stated and measurable objectives are listed.</b></p> <ul style="list-style-type: none"> <li>A list of program objectives are listed</li> <li>Statement of objectives makes it possible to assess problem outcomes.</li> <li>The measures of program outcomes are described.</li> <li>The sources and extent of advice and consultation that have been used in formulating of the new program objectives (e.g., industry, professional, or business advisory groups) are described.</li> </ul>				
<p><b>The structure of the curriculum is well-described.</b></p> <ul style="list-style-type: none"> <li>The required or core courses are listed. Electives for the program are identified. The course number and title, the number of credits, the frequency of the course offerings and a brief description of each course are provided.</li> <li>On the list of courses, existing courses and new courses to be developed are differentiated.</li> </ul>				

<ul style="list-style-type: none"> <li>• New Course Proposal forms along with the proposal are submitted for the new courses.</li> <li>• Graduation requirements are explained (the total number of credits required for the degree as well as their distribution among core/required courses, concentrations/tracks, cognates/minors, and any special requirements such as research, field work, internship, etc. are indicated).</li> </ul>				
<p><b>Program Resources are explained in detail</b>  <i>(This is one of the most important sections of the proposal. The Graduate Council will approve only those programs that have a secure intellectual and financial base. All claims regarding financial resources and faculty allocations must be supported by appropriate documentation.)</i></p> <ul style="list-style-type: none"> <li>• All faculty, regular and adjunct, participating in the new program are listed. Faculty current teaching and advising loads are explained. Plans to fit new program responsibilities within the faculty loads are described.</li> <li>• The ability of the unit to conduct the program is assessed. The number and qualifications of the faculty, as well as access to resources outside the unit are described. The qualifications of the faculty are sufficient and will allow Graduate Council to evaluate their ability to sustain the program.</li> <li>• The physical facilities and equipment are available to support the new program. Particular attention should be given to facilities for graduate student research or professional training.</li> <li>• The library support that is available to meet the needs of the new program is explained.</li> <li>• In the case of interdisciplinary programs, each department that will provide instruction are asked to furnish a letter of support, which details the availability of resources it will contribute, as described in the proposal (faculty, course scheduling, student enrollment, etc.), and assures that its courses used in the program will continue to be available.</li> </ul>				
<p><b>Program costs are described.</b>  <i>The resources described in the previous section will require a variety of costs including time, money, and effort. Those costs should be described as completely as possible. Although the Graduate Council does not make budgetary decisions, the Council requires an understanding of how the costs of this program will be met.</i></p>				
<p><b>Evaluation of the program is described.</b></p> <ul style="list-style-type: none"> <li>• Plans to evaluate the new program at the end of the first year and third year are explained.</li> </ul>				
<p><b>Total</b></p>				