

The University of North Carolina at Greensboro

Evaluation Checklist for New Program – Concentration, Minor, Certificate, Licensure

Criterion	Yes	No	NA	Comments
Department				
<ul style="list-style-type: none"> Is the correct dept selected? 				
Effective Catalog				
<i>Only the next academic year is available</i>				
Rationale				
<ul style="list-style-type: none"> What is being created and why? 				
<ul style="list-style-type: none"> How does this fit with the department's, unit's, and institution's mission? 				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the new program? Do the details match it? 				
<ul style="list-style-type: none"> If there are seemingly similar programs on campus, does the rationale address how this is different? 				
<ul style="list-style-type: none"> Who are the prospective students? 				
<ul style="list-style-type: none"> If there are resource questions, are they addressed? 				
Level				
<ul style="list-style-type: none"> Is the correct level selected? 				
Credential Type				
<ul style="list-style-type: none"> Is the correct type selected? 				
Major Associated with concentration				
<ul style="list-style-type: none"> Is the correct major selected? 				
Degree/Credential Designation				
<ul style="list-style-type: none"> Not a required field for some programs. 				
Certificates				
<p>Graduate: <i>If the department would like students to be eligible for financial aid, the program must seek financial aid through the Gainful Employment process. The response to this question must be addressed early.</i></p> <ul style="list-style-type: none"> Is the decision indicated? If the response is yes, is the completed Gainful Employment form uploaded? 				
<p>Undergraduate:</p> <ul style="list-style-type: none"> Does the certificate require a minimum of 12 credit hours? Does the curriculum offer students the opportunity to learn a more specialized set of knowledge or skills within the major? <p><i>Note: Pre-baccalaureate certificates must currently be embedded in an academic program, this program information should be included in the rationale.</i></p>				

Criterion	Yes	No	NA	Comments
Major/Minor/Conc Title				
<ul style="list-style-type: none"> Does the title align with the program requirements? 				
<ul style="list-style-type: none"> Does the concentration or minor title align with the major title? 				
<ul style="list-style-type: none"> Could this title be confused with another program on campus? 				
Required Credit Hours				
<ul style="list-style-type: none"> Do the credit hours meet what you know about the mission of the program? 				
<ul style="list-style-type: none"> Are the number of hours appropriate for the credential type sought? Does it meet practices in higher ed? 				
Overall Requirements				
These are only required for undergraduate majors.				
CIP Code				
<ul style="list-style-type: none"> This must match the major for new concentrations. 				
<ul style="list-style-type: none"> Does the CIP selected match the mission of the program? 				
Campus of Delivery				
<ul style="list-style-type: none"> If a program is being offered online or off-campus, UNC System forms must be included with the request. 				
Resources				
<ul style="list-style-type: none"> Has the department acknowledged that appropriate funding/faculty resources are committed and sustainable? 				
Teacher Certification				
<ul style="list-style-type: none"> If this will be part of a teacher cert program, the School of Ed must review it. 				
Program Consultations				
<i>Consultation is meant to understand the landscape of the subject area/program, etc. It is not meant to be an obstacle to your successful proposal but rather to enhance your understanding of how the new program will impact our students and the University. It is an opportunity to engage in interdepartmental conversations.</i>				
<ul style="list-style-type: none"> Is there another department, program, or unit that has expertise in a connected area? Consider a Catalog search to determine possible area(s) of consultation. 				

Criterion	Yes	No	NA	Comments
Student Learning Outcomes				
<ul style="list-style-type: none"> • Departments are responsible for developing at least 3 SLOs for the program. 				
<ul style="list-style-type: none"> • Are the SLOs stated in appropriate terms, with a single action verb each? 				
<ul style="list-style-type: none"> • Are the SLOs at the right level for the program? 				
Admissions Requirements				
<ul style="list-style-type: none"> • Do the requirements meet what you know about the mission of the program? 				
<ul style="list-style-type: none"> • Do the requirements meet admissions standards for other similar programs in the unit or elsewhere? 				
<ul style="list-style-type: none"> • Do the requirements align with the student population for the program? 				
<ul style="list-style-type: none"> • Do the requirements violate any policies? 				
Progression Requirements				
<ul style="list-style-type: none"> • Do they meet what you know about the mission of the program? 				
GPA Requirements				
<ul style="list-style-type: none"> • Do they meet what you know about the mission of the program? 				

Criterion	Yes	No	NA	Comments
Program Requirements				
<ul style="list-style-type: none"> Do these define the program contents and level? 				
<ul style="list-style-type: none"> Do they meet what you know about the mission of the program? 				
<ul style="list-style-type: none"> Do they align with the program title? 				
<ul style="list-style-type: none"> Do they align with the program level? 				
<ul style="list-style-type: none"> Do the courses create a cohesive program? In other words, does it look like an organized curriculum as opposed to a set of courses with no connection? 				
<ul style="list-style-type: none"> Are the courses sequenced appropriately, so there are progressive and more advanced levels of learning through the program? 				
<ul style="list-style-type: none"> Do the credit hours add up to those defined for the program? 				
Documents				
<ul style="list-style-type: none"> Are necessary documents attached to the proposal? Is a Substantive Change Checklist needed? 				