Preliminary Analysis for New Program Proposals

A new program proposal for review by the Curriculum Committee of the NYIT Academic Senate must contain a document with answers to these questions (maximum length 3 pages). You should contact Michael Lane mlane@nyit.edu in the office of Program Intelligence & Improvement (PII) for additional information to help with the needs and competitive analysis. The final document should be presented by the dean at the dean's council meeting.

1. **Alignment with Mission**: How will this program advance the mission of NYIT? How does the proposal fit in the larger context of the institution, and particularly your school / college? If appropriate, address the relationship between this program and other programs offered at NYIT. What is the expected impact on enrollment, not only with respect to the proposed program, but with respect to overall NYIT enrollments, especially in related programs? Describe how the faculty, staff, and facilities in your school / college can support a new program of high quality without compromising existing programs.

2. **Financial Viability**: Will new dedicated space be required for specialized purposes? What expenses are needed to create this program? Distinguish between capital expenditures (space, large equipment) and operating expenses (staff, supplies). What enrollments are necessary to offset the operating expenses? [Five-year budget plan spreadsheet]

3. **Needs and Competitive Analysis:** Initial proposals and full proposals have different requirements; a process has been prepared and approved by the Curriculum Committee. The description of the process is here and a summary flowchart is here.

4. **Program Level Student Learning Outcomes and Assessment**: Program learning outcomes must be clearly stated and aligned to NYIT's Educational Goals. Include a description of how the program will assess graduating students in relation to the learning outcomes.