



# California Institute of Integral Studies

## Policies, Procedures and Documents: **Program Approval and Review**

All proposals for new degrees or certificates need to be reviewed by CARC. Prior to going to CARC they should be discussed with the Academic Vice President/Dean of Faculty. In addition these proposals should be reviewed with the Admissions Director, the Financial Aid Director, the Registrar, and the Library Director. Programs in Lifelong Learning also need to be reviewed with the Director of Lifelong Learning.

Programs approved by CARC go to the Academic Vice President/Dean of Faculty and the Controller for approval before going to the Board of Trustees.

### **Format for New Academic Program Proposals**

- Brief overview of the proposal
- Relation of the proposed program to the mission and strategic goals of CIIS (including if it is in an area of strength for CIIS and how it will impact other programs)
- Analysis of the projected market for the program (including how that market has been studied and who is the competition)
- Description of the proposed program (mission statement, curriculum with a two-year plan of courses to be offered, learning objectives, format of courses)
- Faculty needs and impact on current faculty (including a two-year plan indicating the faculty needed to teach the program)
- Technology needs
- Student support services needs (including how advising is to be provided)
- Library and information resource needs
- Physical resource needs
- Financial resource needs and projected revenues (including a two-year cost analysis)