**Desk Review of New Programs (3-5 pages)**

*This desk review will be considered by the Provost and anybody else they need to include in the conversation, including but not limited to President’s Cabinet. The submitted document should be no longer than 5 pages double spaced and should be written in paragraph form with headers (feel free to combine some of the areas below). It is important to deliver the information succinctly. There will be an opportunity to expand should the program idea be approved for the longer proposal. Please contact Dr. Susan Murphy with any questions.*

* Name and type of Program.
* Proposed Start Date. *Keep in mind that it takes at least two years from this point to approval by Coordinating Board and SACSCOC if we move quickly. Minors and certificates under 15 hours are not sent off-campus, so generally 1 year is sufficient.*
	+ Make mention of what sort of departmental support this idea has. *We don’t expect that there has been a formal vote since no proposal has been written.*
* Mode of delivery.
	+ Will the program be 100% online? If so, are you committed to put together a rotation that allows students to take a full load of online classes each semester?
* Benefits to the University.
	+ Fit with TAMU-CC Islander Impact 2030 Strategic Plan and Building a Talent Strong Texas strategic plan.
	+ Research/Grant opportunities.
	+ Image/Reputation, and Connection to community
* Curriculum.
	+ Total SCH for the degree? *If it’s more than 120 SCH for a bachelor’s degree, please explain why that should be allowed.*
	+ *Will this program require new courses not currently offered at TAMU-CC? If so, how many?*
	+ *Will there be a required internship, professional skills, and/or research course?*
* New Costs of Program. *Please note if you have received your college dean’s support regarding new costs. Include numbers in this section. How much money?*
	+ New Faculty or Staff Lines?
	+ New Teaching Assistants?
	+ New Equipment and Facilities?
	+ New Library books, journal subscriptions, etc.?
	+ New Accreditation costs?
	+ Any other new costs?