Three-Year Progress Report for New Programs

The Graduate School’s core mission is to foster excellence in graduate education. New program development contributes to this excellence in a variety of ways – providing offerings in new, emerging fields; meeting the current needs of students; transforming teaching and learning; and engaging students in a variety of learning modes. The underlying values for all new programs are that they be strong in academic quality and ensure student success. Thus, the Graduate School has developed a progress report process at the three-year mark to ensure each program is on a path to success that is consistent with these overarching goals as well as the intended goals of the program.

Progress reports will be included on GFEC agendas, and program representatives may be asked to attend GFEC if additional information is requested. In the interest of brevity, please keep responses to 300 words or less.

**Progress Report Questions/Topics**

*Academic Quality and Student Success*

1. Provide an update on the program’s curriculum and learning goals. Include a description of the program’s typical course modalities (face-to-face, online, asynchronous discussion, team or individual assignments) and if courses have evolved based on faculty or student feedback.

2. Briefly explain the program’s assessment plan and discuss how you are or how you plan to evaluate student learning. Include a summary of direct or indirect measures, and summarize any data collected to date showing evidence of student learning.

3. The GFEC is interested to learn how departments balance faculty and staff teaching loads and responsibilities between new and existing programs. Discuss how the department or program is achieving balance, and what challenges supporting multiple programs may have created for teaching, student services, advising or funding. Also of interest is information on what if any assets are shared between programs, or additional benefits that have been realized.

4. Please describe how your program has ongoing and broad faculty commitment, including governance, to ensure its continued success. If applicable, reflections from faculty and staff can be included here or as an appendix. Also consider if implementation of this program is supporting the Department and/or School/College’s current strategic goals.

*Operations and Administration*

5. Illustrate how the program has either brought in NEW and ADDITIONAL students (required for non-pooled programs), and/or how overall enrollment in your related programs has remained steady. If unanticipated overlap with existing programs has resulted, discuss steps to mitigate the overlap.

6. Funding Considerations
   a. For traditional/pooled programs – How is the program successfully funding its students?
b. For non-pooled programs – Provide a brief financial summary of projected vs. actual revenues and expenses. Does the program have sufficient enrollment for sustainability? If not, what plans are in place to grow or change to become sustainable?

7. If the program admits international students, describe how program processes address length of stay visa issues, online course restrictions, and needing ESL services.

8. Are there any campus policies, services or resources that are impacting the program's success? If so, please explain.