**UCC Program Proposal Evaluation Checklist**

This checklist is intended as a guide for setting expectations about what UCC will consider during the review of program proposals, as well as an expression of best practices.

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| **Criterion** | **Expectations** | **Y/N** |
| **Program Details** | Required |  |
| *PLO Matrix w/Courses* | A matrix is present showing PLOs on one axis and required courses along the other, marking intersections with specific roles, such as introduction (I), practice (P), and assessment (A), of each PLO, as appropriate. |  |
| *Program Design* | Proposal includes a clear, persuasive, and parsimonious program description with a list of relevant required and elective courses that clearly serve the PLOs and a pre-requisite structure that is shown to permit timely program completion. |  |
| *Catalog Entry* | An appropriately congruent catalog entry is provided using the standard catalog format with track changes for edits, as applicable. The entry is in a very readable structure with clear indications of where the program hours are earned, and written in clear, correct language with minimal jargon that students and external stakeholders are likely to understand. |  |
| *Duplication* | There is a statement to the effect that no duplication exists or expressing that a duplication is justified due to accreditation requirements or due to a novel or innovative perspective on the material or unique application not fulfilled by the existing program. Examples of the accreditation language or innovative perspective / unique application are provided. |  |
| **Student Success** |  |  |
| *Rationale for program or change* | Rationale for the program is clearly explained and shows that the proposal fits within the mission of UHD and advances UHD’s vision. The program serves Houston and state stakeholders and fills a need that is clearly expressed. |  |
| *Enrollment potential*  *(for new program or large program changes)* | A thorough analysis of the marketplace now and in the near future is provided, using available statistics and also more concrete data, such as surveys conducted or Houston area program success information. |  |
| *Effect on other programs*  *(for new programs or large program changes)* | Analysis is provided showing no negative impacts on other programs, or the negative impact is documented, justified, and acceptable. A mitigation plan is attached to address those impacts with no unresolved objections. |  |
| *Resource support from administration*  *(for new programs or large program changes)* | No support required, or a plan of support with documented approval of the administration along with budget request information and timelines is provided. |  |