Discuss an overall narrative that includes: purpose, program emphasis, and what graduates will gain.

**2**

Establish if the proposed changes would be an entirely new program or a program modification.

**1**

**New Program Proposals**

Identify additional departmental or university resources/costs necessary to offer the new program.

**3**

Identify admission criteria, program stakeholders, and target enrollment populations.

**4**

**5**

Fully discussing admission criteria is important. Are there any populations that may have limited access due to proposed program requirements?

Identify academic and admission trends that may impact program within Virginia, nationally, and globally.

**7**

**6**

Contact Office of Institutional Effectiveness & Assessment to ensure you are on the right path. Consultation before new program proposals are crafted is ideal to ensure success.

Identify how the new program will benefit the entire ODU community instead of the academic interests of current faculty members.

**Questions?** Contact Dr. Tisha M. Paredes, Assistant Vice President of Institutional Effectiveness & Assessment: tparedes@odu.edu or (757) 683-3154