**New Programs Informal Communications Plan**

In order to facilitate communications and discussions among the different areas about new programs that are being developed and avoid any surprises or conflicts as programs progress along the approved governance channels, a white paper summarizing the proposed program will be developed. The white paper will be presented and discussed at deans' council. The provost will share with the president and other VP's the proposed new program. The white paper will present basic information and will be limited to 2 pages in length. Elements of the white paper will include:

1. Proposed Title for the program
2. Proposed Effective Date for the program
3. Department(s)/College(s) involved and management plan if interdisciplinary program
4. Justification/Need describe the need for the program including:
   - Employers' interest
   - Students interest
   - Data related to the job market
   - Projected enrollments for the first three years
5. How the new program or option will affect other existing programs

6. Curriculum Outline list major courses (do not include general education, if applicable)
   - current courses
   - new courses
   - support courses required from other departments

7. Resources Needed include new costs for the first three years
   - faculty (full time and adjunct)
   - labs/materials
   - library resources
   - graduate assistants
   - facility needs
   - other such as accreditation costs if applicable