



OVCA FORM 138:      **TEMPLATE FOR FEASIBILITY STUDY AND PROPOSAL FOR OFFERING  
NEW PROGRAM**

Name of Proposed Educational Program: \_\_\_\_\_

**Part I : Characteristics of the Program Proposed**

1. Identify the characteristics of the proposed educational program as indicated below:
  - a. The full name of the proposed program, the specific degree
  - b. Total credit hours for completion of the program
  - c. Normal or typical length of time for students to complete the program
  - d. The proposed initial date for implementation of the program
  - e. The primary target students
2. Identify the maximum credit hours that may be earned in the program (or if it is possible to be offered in alternative delivery method)

**Part II : Institution's History with Programs**

1. Does the institution currently offer a program at the same level as the proposed program? If yes, will the proposed program replace the program currently offered? (If applicable)

**Part III : Institutional Planning for the Proposed Program**

1. What is the impact of the proposed program on existing programs in terms of **finances, enrollment, and staffing**?
2. What are the **physical facilities and equipment** needed to support the program? Indicate the impact that the proposed change will have on the physical resources and laboratories that currently accommodate existing programs and services, or identify new laboratory and preceptor needs.
3. What is the evidence that a **market** for the new program exists? How has estimated program demand been factored into realistic enrollment projections? How have planning and budgeting processes used this evidence to develop a quality program that can be sustained?
4. What **future growth** do you anticipate (in the next 6 months, 3 years, 10-20 years)?
5. How do you plan to **manage this growth**?
6. What **financial support and resources** are in place to sustain the proposed program? Outline your plan indicating revenue/expense, staffing, and enrollment projections for the first 5 years of operation showing both gross income and gross projected expenses.
7. How do you assure that promotion, marketing, and enrollment for **program stay in balance** with your actual resources and technical capabilities
8. What **controls** are in place to ensure that the information presented to students in advertising, brochures, and other communications will be accurate?

**Part IV : Curriculum and Instructional Design**

1. List all the courses that comprise the program. Include course descriptions and number of credit hours for each
2. What are the requirements students must fulfill to complete the program successfully?

**Part V : Institutional Staffing and Faculty Support**

1. How many and what types (full time, part time, adjunct) of faculty will be employed in the program? Why is the number of full time faculty members adequate to support the program?
2. What will the impact of the new initiative have on faculty workload?
3. Provide brief attachment that inventories of faculty member employed to teach in the program, including names of existing personnel, a description of each faculty member's academic qualifications, their prior instructional responsibility and other experiences related to the course they will teach.



**Part VI : Student Support**

1. What library and information resources and staffing services are in place to support the initiative?

**Part VII : Evaluation and Assessment**

1. How will you monitor and evaluate the overall effectiveness and quality of the program?
2. How will you assess and ensure expected student learning and achievement?
3. Explain how the results of evaluation will be used to improve the program's curriculum, teaching, services, and operations
4. How will you assess and improve the learning of students in the program to ensure that they achieve the levels of performance that you expect and that the stakeholders require?

Reference: <http://lincolncollege.edu/hlcdocs/allAcademics/Assessment>