**Screening process for new certificates and concentrations**

ECU faculty create and update academic programs and curriculum to meet the demands of our society and our students. Faculty should carefully consider our portfolio of programs and how our students and university could benefit from creating additional certificates or concentrations. When creating your proposal, please address the sections below so that the curriculum committees and EPPC can evaluate the package carefully.

* Student & Societal Demand
  + Describe student demand and societal for the proposed certificate/concentration. Please address both internal and external demand for the certificate/concentration.
  + Projected headcount. (see table below)
  + Who is the student pool, new or pulling from other programs at ECU?
  + Will the new certificate/concentration be delivered as an on-campus, hybrid, and/or online program? How will this affect demand?
  + For new certificates, what recruitment plans have been developed in your department?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Projected Enrollment** | | | | |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| New Students to ECU |  |  |  |  |  |
| full-time |  |  |  |  |  |
| part-time |  |  |  |  |  |
| Transferred from existing ECU programs |  |  |  |  |  |
| full-time |  |  |  |  |  |
| part-time |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Projected Enrollment |  |  |  |  |  |

* Duplication
  + How is the curriculum distinct from other credentials at the institution?
  + If there are similar programs, what opportunities exist to collaborate?
  + For proposed certificates with opportunities to collaborate, has the proposed certificate been discussed with possible impacted and/or interested programs areas to develop collaboration to ensure students in other interested areas also can accommodate the certificate within their degree?
  + For undergraduate concentrations, does the proposed concentration fit within the current 120 sch curriculum for the program?
* Resources
  + Will the certificate/concentration require additional resources?
  + Are key faculty with expertise present who can teach content?
  + Can coursework be incorporated into existing faculty workload?
* Assessment of Certificates
  + What assessment and reporting plans have been developed by your department to ensure the certificate meets its enrollment, retention, completion, and curricular goals?
  + Note: Certificates will be included in the 7-year academic program review cycle.