**ARMF – Academic Resource Management Form** Effective Spring 2016

**Directions:** This form should be completed using **11-point font** or larger, and should be no longer than six pages (excluding the signature/comment pages and references). For purposes of expediting the resource review, forms may be forwarded electronically by the initiator and from one administrative level to another.

**Procedures:**

1. Initiator of proposal for curriculum/program change completes ARMF and submits to appropriate chairperson/supervisor.
2. Chairperson/supervisor reviews ARMF, provides comments, and forwards to appropriate Dean.
3. Dean reviews ARMF, provides comments, and forwards to Office of Provost.
4. Office of Provost sends electronic copies of ARMF to a committee called the Academic Resource Management Committee (ARMC) composed of the Provost, Academic Deans, Vice President of Finance and Administration (or designee), and University Faculty Senate President (or designee).
5. Office of the Provost will schedule a meeting. An electronic copy of the proposal will be sent to all faculty five working days in advance of the meeting.
6. Meeting dates will be held on a regular schedule – third Tuesday of the month - during the academic year beginning in September and ending in April. An additional meeting date will be offered in July.
7. During the meeting, the initiator will present information on his/her proposal to the ARMC. The initiator may invite others to present information on behalf of the proposal.
8. Following the presentation, the ARMC will vote on the proposal. The vote will determine whether the Committee:
	1. recommends immediate use of resources in support of the proposal,
	2. recommends that the proposal be held in abeyance until such time when resources may be available, or
	3. does not recommend use of resources for the proposal.
9. Recommendation is forwarded by ARMC to initiator.

Name(s) of proposal initiator(s): **Click here to enter text.**

Department(s)/College(s): **Click here to enter text.**

**Type of curriculum change (check one):**

[ ] New major requiring new courses/resources

[ ] New Concentration in existing degree/program

[ ] Curricular customization of existing program for off-campus cohort group

[ ] New Minor or certificate requiring 3 or more new courses and/or new resources

[ ] Existing program redirection or shift in emphasis (3 or more new courses and/or new resources). If program is adding the same number of courses as it is eliminating (= no net change in number of courses), no ARMF is necessary.

1. Name of degree, major, concentration, certificate, or minor. Briefly describe the curriculum plan/template. **Click here to enter text.**
2. Target date for implementation. **Click here to enter text.**
3. Briefly explain the rationale for this initiative. If the initiative involves customization of an existing program for delivery to an off-campus cohort group, also explain the nature of the proposed curricular customization. **Click here to enter text.**
4. Are there similar programs at other Ohio or regional universities? If so, where? What is the enrollment in the other programs?**Click here to enter text.**
5. Briefly explain any similarities of the proposed initiative (program objectives and/or curriculum) with already established SSU programs: **Click here to enter text.**
6. Briefly describe indicators of the employment market for students completing this initiative, including sources used for employment information/data. **Click here to enter text.**
7. Briefly describe indicators of potential student interest/demand for the new initiative, including sources used for student market information/data. **Click here to enter text.**
8. To what extent will this initiative draw new students to SSU? To what extent will it draw students from existing programs? **Click here to enter text.**
9. Approximately how many students are expected to enroll? Include rationale for estimates.

**Click here to enter text.** in the first year? Click here to enter text. after three years?

1. At which SSU campuses/regional centers or other sites will the initiative be offered? **Click here to enter text.**
2. Will Internet or other distance learning technology be used for course/program delivery? Describe.**Click here to enter text.**

#### Complete questions 12, 13, 14 in consultation with department administrator and/or dean.

1. Provide a rough estimate of the resources needed to implement the initiative. Please attach a three year budget to include faculty salaries plus benefits, library materials estimate, equipment and classroom materials estimate, and renovation estimate. **Click here to enter text.**
2. Project the resources that could come from reallocation within the department or college and the new resources that would be required. **Click here to enter text.**
3. Are there new space needs? If so, how much? How would the space be used? Has existing space been identified? If so, where? Is renovation/remodeling necessary?**Click here to enter text.**
4. Is there professional accreditation for the program? Is it required or voluntary? Will accreditation be sought, and when? What will be the one- time and ongoing costs of accreditation? **Click here to enter text.**
5. Has there been preliminary discussion with other departments/colleges that will be involved in course/program delivery? If yes, what was the feedback? **Click here to enter text.**

**Department Faculty’s signature: \_\_\_\_\_\_**Date \_\_\_\_\_

Note: Faculty signatories are tenure-track faculty who are involved with initiation of the proposal or who are collaborating with an administrator on the proposal.

Comments: **Click here to enter text.**

**Department Chair’s signature: \_\_\_\_\_\_**Date\_\_\_

Note: If this is an interdepartmental initiative, include additional Department Chairs’ signatures

Comments: **Click here to enter text.**

**Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date\_\_\_\_\_

* + For cross-college initiatives, include additional signature(s) of Dean(s)
	+ For existing programs customized for off-campus delivery to a cohort group, include College and Deans' signatures

Comments: **Click here to enter text.**

**Provost’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date \_\_\_\_\_\_\_

[ ]  Recommendation of immediate availability of resources in support of the proposal.

 Comments and/or suggestions: **Click here to enter text.**

[ ]  Recommendation for proposal to be held in abeyance.

 Comments and/or suggestions: Click here to enter text.

[ ]  Not recommended for use of resources.

Comments and/or suggestions: Click here to enter text.