New Program Idea “Think Sheet”

Before you launch a program, you must first launch an idea. Answering the questions in the following checklist will help you think about and capture some of the information you are likely to discuss as you move your idea forward.

- Is this a graduate or undergraduate program?
- Is this a degree program or certificate program?
- Does the program already exist as a face-to-face program or is it an entirely new program that isn’t in existence at Ohio University?
- Will the program use existing coursework or will new courses need to be developed?
- Will the program be fully online or hybrid (with both online and face-to-face courses required)?
- Will it also be offered face-to-face on the Athens campus? On the regional campuses? On extension campuses?
- Describe the type of student who will be most interested in this program (i.e., working professional, recent graduate, job-changer, etc.).
- What similar types of programs might this same student be interested in pursuing?
- What is the expectation range of enrollment goals for the program? Over what period?
- How will you provide teaching resources for this program (i.e., current faculty, new faculty lines, adjunct instructors, graduate students, etc.)?
- What will the pay structure be for those resources (i.e., on-load, overload, part time, assistantship, class size expectation)?
- How is the program a good fit and strategically aligned to the goals of your discipline? Your department? Your college? Ohio University?
- Is there a known need for this program? If so, who has defined the need? Is there an expected “hot” window or is the known need expected to remain steady? How is this documented?
- Who will be the project lead? What authority levels do they have? Are they aware of and prepared for time commitment required to work through this process?
- How will the project lead be compensated for his/her time working on this project?