

Academy for academic program renovation

Proposal template - graduate program

Academic program(s) represented and degree (PhD, or MS and PhD)

Name, title, and unit of project lead

Name, titles, and affiliation of other team members.

Project description (up to 5 pages):

1. Describe and justify plans to revise the curriculum and courses to meet at least two of the objectives listed above.
2. State the current and any proposed revisions in the program's admission requirements, and the evaluation process.
3. Describe attributes of the program that make it worthy of extra investment and the benefits to the program and to OSU.
4. Describe plans, if any, to change non-curricular elements of the program to contribute toward the goals above. For example, revamping the written or oral qualifying exam, allowing more flexibility in the nature of the dissertation or thesis, learning outcomes and their assessment, etc. What will be the gains from these changes? What assistance would you need from the Graduate School?
5. Chart the activities, milestones, and deliverables (due at end of each performance period).
6. Provide itemized budget (see template/example at the end of this document).

| | Jan-Jun 25 | Jul-Dec 25 | Jan-Jun 26 | Jul-Dec 26 |
|--------------------|-------------|------------|-------------|------------|
| Project Activities | | | | |
| Academy activities | Academy 1&2 | | Academy 3&4 | |
| Deliverable | | | | |

Budget (repeat or delete rows as needed)

| | Rate | Jan-Jun 25 | Jul-Dec 25 | Jan-Jun 26 | Jul-Dec 26 |
|-----------------------------------|---------|------------|------------|------------|------------|
| Faculty member 1 salary+OPE | \$11000 | 0.9 | 0 | 0.9 | 0 |
| | | \$9900 | \$0 | \$10197 | \$0 |
| Faculty member 2 salary+OPE | \$12000 | | | | |
| | | | | | |
| Grad student 1 salary+OPE+tuition | \$12000 | 0.20 | | | |
| | | \$2400.00 | | | |
| Staff member 1 salary+OPE | \$8000 | | | | |
| | | | | | |
| Other costs | | | | | |
| | | | | | |
| TOTAL | | \$12301 | \$0 | \$10198 | \$0 |
| Grand total | | | | | \$22499 |

Budget justification (examples are given to illustrate possible format and costs; none of these expense categories is required)

Faculty member 1 will lead the course redesign. Support is requested for course release for spring quarter 2025 and 2026 at the rate of 0.9 month equivalent, salary +OPE, with 3% annual increase each new fiscal year.

Graduate student 1 will conduct research on pedagogical redesign in this field, including successful redesigns at other universities, and will be supported on a 0.2 GTA by the project for winter quarter 2025 (remaining 0.2 GTA for teaching a course). Rate shown is per quarter.