

Office of the Provost and Executive Vice President

Required Support Documents for Proposing a New Major, Certificate, or Degree

Section I

Proposals for new majors, certificates and degrees must complete Sections I through III providing the information outlined below as well as specified attachments. Please consult the step by step procedures in the Policies and Procedures Governing New Program, Major, or Certificate Proposal before completing your proposal document.

Proposed program title:
S ponsoring college:
Contact Information of Chair or Program Director (include name and e-mail):
Name of person completing the proposal:
Telephone Extension:
E-mail address:
Concisely describe the new program.

Section II

The questions are designed to elicit brief, succinct, detailed information, rather than a narrative or references to extensive supporting documents. Do not attach other documents unless they are specifically requested in the questions. Your total submission should be no more than 8-10 pages. [From the Higher Learning Commission website at http://www.ncahlc.org/information-for-institutions/institutional-change.html]

Part 1. Characteristics of the Change Requested

1.	If 50% or more of the proposed program will be offered at a location or locations
	other than the main campus (i.e., existing additional location or branch campus
	already approved by the Higher Learning Commission), please list the program and
	location.

2. If the proposed program will be offered via alternative delivery method (hybrid, online, ITV, etc.), identify the maximum number of credit hours that may be earned in the program through each method.

3. Identify whether credit for evidence of prior learning (other than credit transferred from formal courses or awarded from Advanced Placement) will be accepted.

4. If you are planning any involvement by external organizations (other than accredited higher education institutions) in key operations as identified below, provide the information requested for each planned involvement. (Note that such involvement by a parent company or by one of its subsidiaries external to the institution in any of these operations should be reported.)

Type of involvement	Name(s) of external organization(s)	% of Involvement
A. Support for delivery of instruction		
B. R ecruitment and admission of students		
C. Course placement and advising of students		
D. Design and oversight of curriculum		
E. Direct instruction and oversight		

5. If you are planning any involvement with other accredited higher education institutions in key operations identified above, provide the name(s) of the other institutions and the nature of the involvement.

Part 2. Institution's History with Programs

The Associate Registrar may be contacted to obtain information needed regarding Classification of Instructional Programs (CIP codes)

6. Does the institution currently offer a program at the same instructional level and with the same 4-digit CIP code (XX.XX) as the proposed program? If so, identify the program currently offered and whether it is a degree program. Will the proposed program replace the program currently offered?

7.	Does the institution currently offer two or more programs at the same instructional level with same 2-digit CIP code (XX.) as the proposed program? If so, identify the two such programs with the highest numbers of graduates during the past year, along with their numbers of graduates.
<u>Pa</u>	rt 3. Institutional Planning for Program Change
8.	What impact might the proposed program(s) have on challenges identified by as part of or subsequent to the last comprehensive visit or reaffirmation panel recommendation and how has the institution addressed the challenge(s)?
9.	What is the impact of the proposed program on existing programs in terms of finances, enrollment, and staffing?

10. What are the physical facilities and equipment 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.

11. What is the evidence that a market for the new program(s) exists? How has estimated program demand has been factored into realistic enrollment projections? How have planning and budgeting processes used this evidence to develop a quality program that can be sustained?

12.	If your program request is approved, what future growth do you anticipate (e.g., in the next six months, three years, 10-20 years)?
12	How do you plan to manage this growth?
15.	now do you plan to manage this growth:

14.	What financial support and resources are in place to sustain the proposed program? Provide an academic business plan for the program that includes a budget projection for the first five years of operation showing both gross income and gross projected expenses. Refer to the Academic Business Plan guidelines for further explanation when preparing this information.
15.	How do you assure that promotion, marketing, and enrollment for your program stay in balance with your actual resources and technical capabilities?
16.	What controls are in place to ensure that the information presented to students in advertising, brochures, and other communications will be accurate?

Part 4. Curriculum and Instructional Design

17. What are the requirements students must fulfill to complete the program successfully (including specific courses, course options, and any other requirements)?

18. For programs using prior learning credit, compressed time frames, online delivery, or other innovative approaches to learning, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

Part 5. Institutional Staffing and Faculty Support

19. How many and what types of faculty will be employed in the program? Why is the number of full-time faculty members adequate to support the program?

20. What will the impact of the new initiative have on faculty workload?

- 21. Provide an attachment that inventories each 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 relevant to the courses they will teach in the program in question, each faculty member's course load in the new program, and the course work each teaches in other programs currently offered.
- 22. For graduate programs, document scholarship and research capability of each faculty member; for doctoral programs, document faculty experience in directing student research.

Part 6. Student Support

23. What library and information resources—general as well as specific to the program(s)—and staffing and services are in place to support the initiative? If the proposed new program is at the graduate level, document discipline-specific refereed journals and primary source materials. Note: Library information resources and services required for this program must be assessed by the library and a library plan must be in place to meet the research and information needs of the students in this program. Contact the Office of the University Librarian early in the process to allow time for an assessment.

Part 7. Evaluation and Assessment

24. How will you monitor and evaluate the overall effectiveness and quality of the program?

25. Explain how the results of evaluation will be used to improve the program's curriculum, teaching, services, and operations.

26. 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 your stakeholders require?