

PIF Appendix 19:

Academic Affairs Category—New Program Request

Oklahoma State Regents for Higher Education

NEW PROGRAM REQUEST FORM

Institution Submitting Proposal

Degree Designation as on Diploma (Level II)

Formal Degree Abbreviation (Level I)

in

Title of Proposed Degree Program (Level III)

With options (Level IV) in:

CIP Code	_____
Suggested Instructional Program Code	_____
Academic Unit (e.g. Department, Division, School)	_____
Name of Academic Unit	_____
Name of Program Director	_____
Intended Date of Implementation	_____
Anticipated Date for Granting First Degrees or Certificates	_____
Specialty Accrediting Agency	_____
Name and Title of Contact Person	_____

Date of Governing Board Approval _____

Signature of President: _____ **Date:** _____

Evaluation Criteria

All actions in the approval of new programs for public institutions are subject to a stipulation regarding the program's ability to attain specified goals that have been established by the institution and approved by the State Regents. At the conclusion of an appropriate period of time, the program's performance shall be reviewed on the basis of the specified goals in a manner mutually satisfactory to the sponsoring institution and the State Regents. Final endorsement of the program will depend on demonstrated viability.

A. Centrality of the Proposed Program to the Institution's Mission

A program should adhere to the role and scope of the institution as set forth in its mission statement and as complemented by the institution's academic plan. The institution should list the objectives of the proposed program and explain how the proposed program relates to the institutional mission and academic plan. An evaluation will be made as to the centrality of the program to the institution's mission.

(Institution's response/rationale should follow each criteria, A through I.)

B. Curriculum

The curriculum should be structured to meet the stated objectives of the program, and the institution must explain how the curriculum achieves the objectives of the program by describing the relationship between the overall curriculum or the major curricular components and the program objectives. The proposed program must meet the State Regents' minimum curricular standards including the total credit hour requirements for program completion, liberal arts and sciences, general education, and area of specialization credit hour requirements. Additionally, the curriculum should be compatible with accreditation or certification standards, where available. Any clinical, practicum, field work, thesis, or dissertation requirements should be included in the proposal.

Where appropriate, the proposal must describe how the proposed program will articulate with related programs in the state. It should describe the extent to which student transfer has been explored and coordinated with other institutions.

For programs with options, provide the following information for each option (some categories may not apply to all programs):

Total number of hours required for degree:	_____
Number of hours in general education:	_____
Number of hours in degree program core:	_____
Number of hours in option:	_____
Number of hours in guided electives:	_____
Number of hours in general electives:	_____

For AAS Degrees:

Total number of hours required for degree:	_____
Number of hours in general education:	_____
Number of hours in technical specialty:	_____
Number of hours in technical support courses:	_____
Number of hours in technical related coursework	_____

Specific curricular information. Please list courses under the appropriate curricular headings and asterisk new courses. In the curriculum description, indicate the total number of new courses and how development will be funded.

C. Academic Standards

The admission, retention, and graduation standards should be clearly stated, must be equal to or higher than the State Regents' policy requirements, and should be designed to encourage high quality.

D. Faculty

Faculty resources shall be demonstrated to be adequate and appropriate for the proposed program. The number of faculty will meet external standards where appropriate. The qualifications of faculty will support the objectives and curriculum of the proposed program. Faculty qualifications such as educational background, non-collegiate and collegiate experience, and research and service interests and contributions, which relate to the proposed program should be summarized. The institution must demonstrate that core programmatic faculty possess the academic and research credentials appropriate to support the program.

E. Support Resources

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Books, periodicals, microfilms, microfiche, monographs, and other collections shall be sufficient in number, quality, and currency to serve the program. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Physical facilities and instructional equipment must be adequate to support a high quality program. The proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs.

F. Demand for the Program

Proposed programs must respond to the needs of the larger economic and social environment. Thus, the institution should demonstrate demand for the proposed program.

1. Student Demand: Evidence of student demand, normally in the form of surveys of potential students and/or enrollments in related programs at the institution, should be adequate to expect a reasonable level of productivity.
2. Employer Demand: Evidence of sufficient employer demand, normally in the form of anticipated openings in an appropriate service area in relation to existing production of graduates for that area should be provided. Such evidence may include employer surveys, current labor market analyses, and future manpower projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Estimated Student Demand for the Program

Project estimated student demand for the first five years of the program.

Year	Degrees Conferred	Majors (Headcount) – Fall Semester

Please state the semester and year this degree program will be reviewed for final approval*:
Semester: _____ Year: _____

*Typically, a program is provisionally approved and given enough time for a planning year plus the number of years necessary to produce one graduating class (i.e. a two-year program is allowed three years to meet its graduates and majors goals, a four-year program is allowed five years, etc.) unless the institution makes a specific timeframe request with a strong rationale.

Please fill in the following statement, which provides specific productivity criteria for final review of the program:

This program will enroll a minimum of _____ students in fall _____; and will graduate a minimum of _____ students in _____.

(example: enroll a minimum of 20 students in fall 2003 and graduate a minimum of 12 students in 2003-04.)

Electronically Delivered and Traditional Off-Campus Delivery Methodologies

State Regents' approval is required to electronically extend existing campus-based academic programs defined as follows: 1) if courses are offered in such a manner or location that an individual student can take 50 percent or more of the courses for the major electronically⁴; or 2) the program is advertised as available in electronic form. Criteria for provisional approval are based on qualitative consideration of the highest order and the compatibility of the requested offering with the institution's mission and capacity as defined below. Criteria for continuing approval will be based on a "best practices" review or, where appropriate, a joint North Central Association (NCA) evaluation, as detailed in the "Policies and Procedures Pertaining to the Delivery of Electronically Delivered and Traditional Off-Campus Courses and Programs."

Provide the appropriate documentation, consistent with policy requirements.

G. Unnecessary Duplication

The elimination of unnecessary program duplication is a high priority of the State Regents. Where other similar programs may serve the same potential student population, the proposed program must be

⁴ Major is defined as courses in the disciplines of the student's major, excluding support courses, general education courses, and elective courses.
<http://www.okhighered.org/admin-fac/academic-forms/>

sufficiently different from existing programs or access to existing programs must be sufficiently limited to warrant initiation of a new program.

Unnecessary duplication is a concern for all programs, but especially in vocational/technical, occupational, and graduate and professional programs, which meet special manpower needs. The institution submitting the proposal has the responsibility to provide evidence that the proposed program is not unnecessarily duplicative of similar offerings in the state.

H. Cost and Funding of the Proposed Program

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed program on the institution's overall need for funds.

Proposed programs may be financially supported in several ways. Institutions must provide evidence of adequate funding, which may include, but not be limited to:

1. **Reallocation of Existing Resources:** The institution must provide evidence of campus funds to be reallocated to the proposed program. The source and process of reallocation must be specifically detailed. An analysis of the impact of the reduction on existing programs and/or organization units must be presented.
2. **Tuition and Fees:** The institution must provide evidence of a projected increase in total student enrollments to the campus as a result of the proposed program.
3. **Discontinuance or Downsizing of an Existing Program or Organizational Unit:** The institution must provide adequate documentation to demonstrate sufficient savings to the state to offset new costs and justify approval for the proposed program.

Cost/Funding Explanation

Complete the following table for the first year of the proposed program and provide an explanation of how the institution will sustain funding needs for the life of the proposed program in the absence of additional funds from the State Regents. *The total funding and expenses in the table should be the same, or explain source(s) of additional funding for the proposed program.

Program Resource Requirements

A. Funding Sources	1st Year of Program
Total Resources Available from Federal Sources	
Total Resources Available from Other Non-State Sources	
Existing State Resources	
State Resources Available through Internal Allocation and reallocation	
Student Tuition	
TOTAL*	

B. Breakdown of Budget Expenses/Requirements	1st Year of Program
Staff (Administrative, Faculty, Graduate Assistance, Student Employees, etc.)	
Facilities (Equipment and Instructional Materials, Library, Contractual Service, etc.)	
Other Support Services (Commodities, printing, telecommunications, travel, awards and grants, etc.)	
TOTAL*	

I. Program Review and Assessment

The institution must set forth program evaluation procedures for the proposed program. These procedures may include evaluation of courses and faculty by students, administrators, and departmental personnel as appropriate. Plans to implement program review and program outcomes-level student assessment requirements as established by State Regents' policies should be detailed. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.