

3. FORMAT FOR THE NEW PROGRAM PROPOSAL

New Program Proposals shall be submitted according to the following format.

- a. The New Program Proposal shall begin with a section entitled, "Basic Program Information" and include the following information:
 - (1) Proposing institution;
 - (2) Title of proposed program;
 - (3) Degree(s) to be offered;
 - (4) Anticipated date of implementation;
 - (5) Responsible department(s) or unit(s); and
 - (6) Center for Education Statistics, Classification of Instructional Program (CIP) code associated with the program.

4. PROGRAM PROPOSAL NARRATIVE

The New Program Proposal shall include a section entitled "Program Proposal Narrative" and include responses to the following questions and requests for information:

- a. Program Need and Student Characteristics. Program proposals shall establish clearly the need for the proposed program. Need for a proposed program shall be judged on the basis of the following criteria:
 - (1) Is the program central to the mission of the institution?
 - The proposed program shall be centrally related to the Board approved Mission Statement of the institution.
 - The proposed program shall be included in the list of programs identified for development in the institution's statement of aspiration as approved by the Board in February, 1993, or the proposal shall discuss the rationale for amending the Statement of Aspiration.
 - (2) What is the student demand for the program?
 - The volume of student demand for the proposed program shall be demonstrated through some form of disciplined survey analysis.
 - Student demand shall be demonstrated to be at a sufficient volume to justify the program. Normally three years after inception of the program, doctoral programs should have five students, master's programs should have 20 students, and baccalaureate programs should have 50 students.

(3) What is the demand for graduates of this program?

- The proposal shall demonstrate specific job opportunities including labor market demand data at both the local and state level. The proposal shall also demonstrate other post-collegiate experiences for graduates of this program. (6-27-07)

(4) What are the locational and comparative advantages of this program?

- The proposal shall discuss and compare similar programs in other institutions in the Regents system and related programs in the same institution.
- The proposal shall discuss and compare similar programs in the region and compare their quality with the program under consideration.
- The proposal shall demonstrate why the program should be located at the proposing institution.
- The proposal shall consider and demonstrate the advantages and disadvantages of program being a freestanding, cooperative or joint program including collaborative degree options. (6-27-07)
- The proposal shall state where the institution ranks the proposed program in its list of priorities. The proposal shall state how this determination has been made.
- The proposal shall state the importance of establishing this particular program vis-a-vis other program alternatives.

(5) What are the characteristics of the students who will participate in this proposed program?

- The characteristics of the pool from which students of this proposed program will be drawn shall be described.
- The specific procedures and criteria for admission into this proposed program shall be described.
- The specific opportunities for student interaction shall be described.

b. Curriculum of the Proposed Program. Program proposals will be expected to describe the curriculum of the proposed program. The curriculum of the proposed program shall be judged on the basis of the following criteria:

(1) What is the curriculum of the proposed program?

- Describe the more important academic objectives of the proposed program, including the range of skills and knowledge future graduates will possess.
- The course work required of all students who major in this program shall be described. Attachment I, the curricular outline form, shall be completed.
- Internships and practica required of students in this program shall be described.

c. Program Faculty. Program proposals shall establish clearly the requirements, costs and quality of the faculty for the program.

(1) What is the quality of the faculty?

- The instructional staff shall consist of a sufficient number of permanent faculty appropriately qualified for the level of instruction. Three years after their inception, programs should be staffed according to the following guidelines:

Bachelors Program - 3 with Ph.D. or appropriate terminal degree; Masters Program 3 additional faculty with Ph.D. or appropriate terminal degree; Specialists and Doctoral Programs two additional faculty with Ph.D. or appropriate terminal degree.
- The proposal shall differentiate core faculty from others who teach in the program.
- The instructional staff shall consist of faculty whose academic specializations are appropriate to the new degree program.
- The instructional staff shall consist of faculty whose academic, instructional and scholarly accomplishments suggest that the proposed program will be of high quality and appropriate to the institution's mission, role and aspirations.
- Identify other teaching requirements outside the proposed program assigned to core faculty. Also identify the proportion of their assignments devoted to the proposed program.
- The number, qualifications and rank of proposed new faculty shall be identified.
- The cost of proposed new faculty shall be identified, along with expected timelines for their employment by the institution.
- The proposal shall include curriculum vitae of all faculty delivering courses for the proposed major.

(2) How many graduate assistants will serve the program?

- The proposal shall identify any necessary graduate positions and budgeted salaries.

d. Academic Support. Program proposals shall establish clearly the requirements, costs and quality of the academic support services for the program.

(1) What are the academic support services for this program?

- The advising services, library, audio-visual and academic computing resources shall be of sufficient volume and quality to support the program effectively.

(2) What new library materials and other forms of academic support are required beyond normal additions?

- The expected number of library acquisitions shall be identified with anticipated costs.
- New or enhanced forms of academic support shall be identified with the anticipated costs.

(3) What new supporting staff will be required beyond normal additions?

- The proposal shall list support staff requirements and budgeted salaries.

e. Facilities and Equipment. Program proposals shall establish clearly the requirements, costs and quality of the facilities and equipment for the program.

(1) What are the anticipated facilities requirements (existing, renovated or new)?

- Space requirements shall be sufficient to the instructional and laboratory needs of the program. The facilities needed for the delivery of a high quality program shall be itemized.
- Renovated or new facilities shall carry a fiscal note, identifying necessary work and additional costs.
- Sources of funding for renovation and new construction shall be identified.

(2) What new equipment will be required beyond normal additions?

- Equipment requirements shall be sufficient to the instructional and laboratory needs of the program. A statement shall be made about the equipment needed for the delivery of a high quality program.
- The proposal shall itemize available inventory, including equipment condition and life-span.
- The proposal shall itemize new equipment needs.

f. Program Review, Assessment and Accreditation. Program proposals shall establish clearly the institution's plan to monitor, maintain and enhance the quality and effectiveness of the program.

(1) What program review process or evaluation methods will be used to review the program?

(2) What student learning outcomes measures will be used to assess the program's effectiveness?

(3) What are the institution's plans regarding program accreditation?

- The program shall identify the specialized accrediting agency where applicable.
- The proposal shall identify institutional plans to have the program accredited, including timelines and projected costs of achieving and maintaining accreditation.

5. FORMS TO ACCOMPANY PROPOSAL

There are three forms that will be prepared and submitted with the proposal:

- Summary of Proposed Academic Program (1-15-04)
- Curriculum Outline for Proposed Academic Program
- Fiscal Summary for Proposed Academic Program (2-15-01)

New Degree Request - *University Name*

<u>Criteria</u>	<u>Program Summary</u>
1. Program Identification CIP	
2. Academic Unit	
3. Program Description	
4. Demand/Need for the Program	
5. Comparative/Locational Advantage	
6. Curriculum	
7. Faculty Profile	
8. Student Profile	
9. Academic Support	
10. Facilities & Equipment	
11. Program Review, Assessment, Accreditation	
12. Costs, Financing	

CURRICULUM OUTLINE
NEW DEGREE PROPOSALS
Kansas Board of Regents

I. Identify the new degree:

II. Provide courses required for each student in the major:

	Course Name & Number	Credit Hours	
Core Courses:	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
Electives:	_____	_____	
	_____	_____	
	_____	_____	
Research:	_____	_____	
	_____	_____	
Practica:	_____	_____	
	_____	_____	
	_____	_____	
Total:			_____

IMPLEMENTATION YEAR FY _____

Fiscal Summary for Proposed Academic Programs

Institution: _____ Proposed Program: _____

Part I. Anticipated Enrollment	Implementation Year		Year 2		Year 3	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
A. Full-time, Part-time Headcount:						
B. Total SCH taken by all students in program						
Part II. Program Cost Projection						
A. In implementation year one, list all identifiable General Use costs to the academic unit(s) and how they will be funded. In subsequent years, please include only the additional amount budgeted.						
	Fall, Implementation Year		Year 2		Year 3	
<u>Costs:</u>						
Salaries						
OOE						
Total						

Indicate source and amount of funds if other than internal reallocation:

Revised: September 2003

Approved: _____

Pittsburg State University
Office of Continuing and Graduate Studies
Request for Degree Changes

Department _____ College _____ Date Submitted _____

Degree Program _____ Effective Date _____

Offer current graduate degree 50% or more online
Complete any other sections that apply

<input type="checkbox"/> Options available and number of hours required.	Existing		Proposed	
		Hours		Hours
	<input type="checkbox"/> I Thesis	_____	<input type="checkbox"/> I Thesis	_____
	<input type="checkbox"/> II Applied Research	_____	<input type="checkbox"/> II Applied Research	_____
	<input type="checkbox"/> III Course Work	_____	<input type="checkbox"/> III Course Work	_____

Additional Degree Requirements
i.e. comps, oral review, portfolio _____

Degree Course Requirements*

Course(s) to be added to candidacy _____

Course(s) to be deleted from candidacy _____

Course(s) to be moved from elective to required on candidacy _____

*Please also complete the Request for Creation of Course form for any new courses your department is adding to the Request for Deletion of Course form for any courses your department wishes to delete from the catalog.

Why are these changes being made?

Required approvals to add or change a degree:

Date _____
Signature, Departmental Curriculum Committee Chairperson

Date _____
Signature, College Curriculum Committee Chairperson (if applicable)

Date _____
Signature, Council for Teacher Education Chairperson (if applicable)

Date _____
Signature, Dean of College

Date _____
Signature, Graduate Council Chairperson

Approved for effective date: