

## New Degree Program Proposals

The Council on Postsecondary Education delegated program approval authority to the KCTCS Board of Regents and to the university governing boards with some exceptions. The exceptions, which require review and approval by the council, include:

- first-professional programs,
- engineering programs at the comprehensive institutions and engineering programs at the doctoral level at the University of Kentucky and the University of Louisville,
- teacher and school personnel preparation programs,
- health-related programs above the baccalaureate level, and other programs falling outside each institution's negotiated program band.

The new program proposal format corresponds to the new program approval process and avoids duplication of responsibilities among institutional governing boards, accrediting agencies, and the council while providing for state level review of appropriate issues. However, the council staff retains the right to explore the proposed program more fully when necessary. Council staff also meets regularly with university and KCTCS representatives to review institutional program approval procedures.

New programs are to be developed within the context of institutional missions and plans, statewide education goals, and the council's *2020 Vision and Action Agenda*. For proposed programs that are subject to review and approval by the council, provide a narrative response supported by documentation and charts as appropriate to the items requested (up to 20 pages). Electronically submit all responses and documentation to the Council on Postsecondary Education, [cpe@mail.state.ky.us](mailto:cpe@mail.state.ky.us).

The proposal format is generally organized around the five questions guiding postsecondary education in Kentucky and addresses duplication, state needs, and quality.

### Introductory Information

A. Submit a 1-2-page abstract narrative of the program proposal summarizing how this program will prepare Kentuckians for life and work, plans for collaboration with other institutions, and participation in the Kentucky Virtual University.

B. State the relevance of the program to the University's mission and strategic plan and describe the organizational placement of the program within the University's structure. Provide a timetable for the implementation of the program. How will the program impact the ability of the unit to meet the goals identified in the unit and University scorecards?

C. Provide a comprehensive program description (program title, CIP code, degree, curriculum, options, etc.)

- Describe the curriculum of the proposed program and indicate the semester-by-semester sequence of courses taken by a typical student to complete the program.
- Provide a syllabus or course description for each course. A Course Inventory Form (CIF) must be developed and processed for each new course or change in course.
- Designate with an asterisk courses that are required.
- If a clinical/experiential component is part of the program, list and discuss the nature and appropriateness of clinical sites used by the program. Supply letters of commitment by the provider of each clinical site specifying the number of students that can be

accommodated and identifying other programs that also use the facilities. State the number of clinical hours per credit hour for each clinical course.

D. Explain resources (finances, facilities, faculty, etc.) needed and available for program implementation and support.

### **Resources Required**

**1. Facilities.** Describe the facilities to be used for the program. If existing facilities are available, will they be temporary or permanent. If new facilities are required, describe renovation or construction plans and include a statement of commitment from facilities administration. Describe off-campus facilities (space, equipment, etc.) necessary for the program, if applicable.

**2. Library.** Provide a written statement from the University Librarian (or designee) concerning the adequacy of current resources. The statement should include a comparison of local holdings to standards/recommendations of national accrediting agencies, the holdings of benchmark institutions and/or any other recognized measure of adequacy. If additional resources are needed to support the program, the statement should include an estimate of the costs and the sources of additional funding.

**3. Faculty.** Submit a curriculum vitae of current ranked faculty members and adjunct faculty who will launch the program. Indicate the percentage of time each will devote to the proposed program (a letter from the Department Chair acknowledging time commitment is required). Time commitment should be included in each faculty member's workplan. Describe where and how non-ranked faculty (e.g., teaching assistants, preceptors) will be utilized. Indicate the percentage of time each will devote to the proposed program. If additional faculty will be required within the next five years, indicate the number and submit specific qualifications for each new faculty member.

### **Expenditures**

Provide a detailed narrative of all anticipated program expenditures. Present all anticipated program expenditures for the next four years. The narrative should explain the rationale for all expenditures identified.

### **Sources of Revenue**

Provide a detailed narrative of all sources of revenue. Specify the amount of revenue from each source. Funds identified as internal reallocation must include the source. If applicable, provide evidence of institutional intent to maintain the program as described when grant or other outside funds are terminated.

**Revenue and Expenditure budgets must balance.**

## **D. THE FIVE QUESTIONS**

### ***1. Are more Kentuckians ready for post secondary education?***

- a.** List and describe any program admission or transfer criteria, standards, or procedures that are more specific than the published institution-wide admission or transfer criteria, standards, or procedures.
- b.** State any provisions you may have for advanced placement.
- c.** What preparation (e.g., math, science, foreign language, specific skills and knowledge) is required for entrance into the program?
- d.** Detail arrangements with lower-level schools (e.g., feeder high schools, community and technical colleges, and universities) to ensure adequate preparation of entering students.

### ***2. Are more students enrolling?***

- a.** Document the need for the program, including student demand and employer demand for graduates of the program. What are the estimated student enrollments for the first five years? How many students will be drawn from other majors? How many new students will be attracted to the program? Data should be gathered and reported to assess need for the program based on survey research and/or forecasts for occupations related to the discipline.
- b.** Project the full-time headcount enrollment and the part-time headcount enrollment. Show how the projections were determined. Estimate the number of students projected above who will be drawn from existing programs within the institution and the net increase in institutional enrollment in the fifth year of the program.
- c.** Briefly describe any identified institutional, local and regional needs to which the proposed program would be responsive.
- d.** Describe any unusual or special faculty/student needs to which the program would be responsive.
- e.** Describe any exceptional circumstances that favor the development of this program, for example, special facilities, grants, and/or patrons.
- f.** Detail plans for student recruitment (include specific plans to attract non-traditional students, including minorities, and to address gender-related issues).
- g.** Provide a statement of your institution's EEO status and plans.

### ***3. Are more students advancing through the system?***

- a.** What is the anticipated time-to-graduation for full-time and part-time students entering this program?
- b.** Describe your plans for collaborating with other institutions to offer this program. Why is it necessary that your institution offer the program? Include a list of other Kentucky institutions offering similar or related programs at this and other levels. Describe arrangements for transfer and articulation into and from this program within the institution and in the state. Describe the extent to which student transfer has been explored and coordinated with other institutions. Provide information about completed, signed articulation agreements.
- c.** What plans are in place for delivering this program through the Kentucky Virtual University and other distance learning technologies?

### ***4. Are we preparing Kentuckians for life and work?***

- a.** How does the program prepare Kentuckians for life and work?

- b.** What are the accreditation expectations for this program? Are there recommended criteria and/or other program standards available from an accrediting body, certifying agency, or professional society? If so, identify the source and compare your program with the recommendations and/or standards.
- c.** Discuss the program objectives and the evaluation scheme planned for the program. If the proposed program relates to or articulates with an existing program within the institution, describe the process and results of the most recent evaluation of this related program that may provide a base of support for the proposed program.
- d.** Describe how the program's quality will be demonstrated in terms of faculty qualifications, available resources, support services, and student outcomes.
- e.** If the program is designed to prepare a student for a particular occupation, describe the competencies the student will have upon completion of the program and how these will be evaluated.
- f.** Are there licensure requirements for graduates of this program?
- g.** What are the projected degree completions? Project the number of graduates during each of the first five years.

***5. Are Kentucky's communities and economy benefiting?***

- a.** Describe external advisory groups involved in the development of this program (e.g., disciplinary groups, community, government, business, labor interests). If an external advisory committee has been used in the development of the proposal, identify committee members and their affiliations and describe the committee's role in developing and overseeing the program.
- b.** What are the employment expectations for graduates? Document the contributions of the program to current workforce needs in the state.
- c.** What other benefits to Kentucky's community and its economy will the program provide?