UNIVERSITY OF LOUISVILLE

NEW PROGRAM PROPOSAL GUIDELINES

The following guidelines have been established to assist those individuals developing program proposals and those charged with reviewing and approving them in order to promote program quality.

Certificate proposals have separate guidelines that can be accessed here
http://louisville.edu/oapa/academic-prog-approval-and-review/certificate

The program proposal process is initiated at the academic unit or department level. Proposals must be approved by unit faculty and dean. The Provost Office serves as the gatekeeper for the program proposal process above the unit-level and coordinates the required reviews with the university Faculty Senate, and as applicable with the Kentucky Council on Postsecondary Education (CPE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Contact the Office of Academic Planning and Accountability (OAPA) with any questions about program proposals. For online help, visit the program approval website:
http://louisville.edu/oapa/accreditation-academic-programs-1/academie-program-approval-review

Letter of Intent (LOI)

- The program approval process begins with a letter of intent (LOI). The LOI should describe the proposed program and its objectives. It should clearly state the program focus, market demand, projected enrollments and funding to support it. The LOI of five pages or less must be submitted to the Provost Proposal Review Committee. Forward the LOI to Connie Shumake, Associate Provost, to initiate the process.

- The Provost Program Proposal Review Committee will review and make a recommendation on whether to approve the LOI. If the LOI is approved, the unit will be instructed to complete the proposal form.

- For more information about the LOI process see: http://louisville.edu/oapa/program-approval/loi-new-programs.

New Program Proposal Process

The program proposal template for new programs – undergraduate, graduate and professional is available online at: http://louisville.edu/oapa/academic-prog-approval-and-review/new-program-proposals

Complete the proposal form by providing the following information:

- Title of the proposed program, unit submitting the proposal, department, program director and proposed implementation date. Indicate the anticipated date for granting first degrees. The Classification of Instructional Program (CIP) Code will be assigned by the Provost Office.

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- Program Information
    a. Provide a brief program description,
    b. List the program objectives,
    c. Explain how the objectives support the institutional mission,
    d. Explain how the objectives align with the statewide postsecondary education strategic plan
    e. Education proposals only - Is there an approval letter from Education Professional Standards Board (EPSB)? If so, attach a copy to the proposal.

- What are the intended student learning outcomes and preliminary assessment plan?
    a. Identify both the direct and indirect methods by which the intended student learning outcomes will be assessed.

- Explain how the curriculum achieves the program-level student learning outcomes by describing the relationship between the overall curriculum or the major curricular components and the program objectives.

- Highlight any distinctive qualities of this program
    a. Course delivery methods - describe planned alternative methods of program delivery involving greater use of technology, distance education, and/or accelerated degree designs.
    b. Will this be a 100% distance learning program?
    c. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)?
    d. Are new or additional faculty needed? If yes, describe.
        o If additional faculty will be required within the next five years, indicate the number and role of each new faculty member.
        o Specify if part-time faculty or graduate assistants are included in the additional faculty resources needed.

- Relationship with other programs within the institution.
    a. How will the program support or be supported by other programs within the institution?
    b. Will this program replace or enhance any existing program(s) or track(s), concentration(s), or specialization(s) within an existing program? If yes, explain.

- Relationship with programs at other institutions or external organizations (if applicable).
    a. If there is a program accreditor related to this program, indicate the organization, and whether there are any plans to obtain accreditation.

- Faculty Resources:
    a. Faculty qualifications and resources - Submit curriculum vitae of full-time faculty members and adjunct/part-time faculty who will launch the program. Complete the faculty roster form. http://louisville.edu/oapa/program-approval/faculty-roster-form

- 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.
    a. Describe the library resources available to support this program. Provide a letter from the appropriate University Library verifying available resources.

Revised 8.1.18

- b. Describe the physical facilities and instructional equipment available to support this program.

- Describe the admission, retention, and completion standards designed to encourage high quality.
    - a. Indicate expected faculty to student ratio
    - b. Provide projected enrollment and graduates for a five-year period.

- Clearly state the degree completion requirements for the program.

- Provide the program curriculum and any options; indicate <u>total number of credit hours</u> required for degree completion. Provide the following information for the program and for each concentration (some categories may not apply to all programs):
    - a. Total number of hours required for degree:
    - b. Number of hours in degree program core:
    - c. Number of hours in concentration/track:
    - d. Number of hours in guided electives:
    - e. Number of hours in free electives:

  List courses under the appropriate curricular headings. Use the template provided in the pre-proposal form.

- 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. Attach all draft articulation agreements related to this proposed program.

- Describe planned alternative methods of program delivery involving greater use of technology, distance education, and/or accelerated degree designs, to increase efficiency, better address student educational and workforce needs, and maximize student success, for both traditional and non-traditional students.

- Student Demand: Clearly describe all evidence of student demand, typically in the form of surveys of potential students and/or enrollments in related programs at the institution.
    - a. Provide evidence of student demand at the regional, state, and national levels.
    - b. Identify the applicant pool and how they will be reached.
    - c. Describe the student recruitment and selection process.
    - d. Identify the primary feeders for the program.
    - e. Provide any evidence of a projected net increase in total student enrollments to the campus as a result of the proposed program.
    - f. Project estimated student demand for the first five years of the program. Use template provided with the pre-proposal form.

- Employer Demand: Clearly describe evidence of employer demand. Such evidence may include employer surveys, current labor market analyses, and future human resources 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.
    - a. Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of jobs at the regional, state, and national levels.

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- Academic Disciplinary Needs: Clearly describe all evidence justifying a new program based on changes in the academic discipline or other academic reasons. If the proposed program is an advanced practice doctorate, explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.

- Similar programs: A new program may serve the same potential student population, the proposed program must be sufficiently different from existing programs in the state or access to existing programs must be sufficiently limited to warrant initiation of a new program.
    a. Are there similar programs in other Southern Regional Education Board (SREB) states and in the nation? (yes/no). If yes, please identify similar programs in SREB states or the nation.

- Preliminary cost estimates - The resource requirements and planned sources of funding of the proposed program must be detailed in order to insure the adequacy of the resources to support a quality program.
    a. Will this program require additional resources? Yes/No. If yes, provide a brief summary of additional resources that will be needed to implement this program over the next five years.
    b. Will this program impact existing programs and/or organizational units? Yes/No. If yes, please describe the impact.
    c.
    d. Provide adequate documentation to demonstrate sufficient return on investment to the state to offset new costs and justify approval for the proposed program.
    e. Complete the budget form (EXCEL): http://louisville.edu/oapa/academic-program-review-process

- Describe program evaluation procedures for the proposed program.
  For each assessment method, please provide direct indicators of achievement of program- level student learning outcomes and frequency of data collection:
    a. Which components will be evaluated?
    b. When will the components be evaluated?
    c. When will the data be collected?
    d. How will the data be collected?
    e. What will be the benchmarks and/or targets to be achieved?
    f. What individuals or groups will be responsible for data collection?
    g. How will the data and findings be shared with faculty?
    h. How will the data be used for making programmatic improvements?

  What are the measures of teaching effectiveness?

  What efforts to improve teaching effectiveness will be pursued based on these measures?

  What are the plans to evaluate students' post-graduate success?

Proposal Submission and Follow-up

The unit should forward the complete proposal and supporting documentation to the Provost Office of Academic Planning and Accountability (OAPA) – MITC #338, attention Connie C. Shumake, Associate Provost for Accreditation and Academic Programs. Proposal submissions should include the:

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1) Proposal Form

2) Dean's Letter - A letter of support from the Dean outlining the rationale or need for the program and affirming any financial commitments listed in the proposal.

3) Program Curriculum – attach a copy of the proposed curriculum and the course syllabi for any new offerings.

4) Library Letter – A letter from the University Librarian should be requested that describes the library resources available to support this program. Include the library letter with the proposal.

5) Faculty Roster - http://louisville.edu/oapa/program-approval/faculty-roster-form

6) Budget Form - http://louisville.edu/oapa/academic-program-approval-process-new-proposals

The associate provost will forward the proposal and related documents to the chair of the Faculty Senate Academic Programs Committee to start its review and approval process. If the proposal is approved by Faculty Senate, the proposal will be sent to the Board of Trustees (BOT) for final approval. After the UofL approval process is completed, OAPA submits the full proposal in the Council on Postsecondary Education (CPE) system and their board must approve it. Any required reporting to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will be completed prior to the implementation of the program.