UCC
#000 - P1

FORMAT FOR PROPOSALS FOR NEW ACADEMIC PROGRAMS

BACCALAUREATE DEGREES

All program proposals **must be submitted in MS Word format using this template** and have the following elements:

Cover page

The title page should include the name of the program; the names of the institution, college, and department; proposed delivery mode; the proposed CIP code; the proposed implementation date; the name and electronic signatures of the president and provost; and the date the proposal was submitted.

Table of contents

Body of the proposal

The body will include textual information, charts, tables, and other data displays as appropriate.

Five-year budget projection and Budget Narrative

The appropriate budget projection and budget narrative forms must be completed. The five-year budget projection **must be submitted in the original MS Excel template** for submission.

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COVER PAGE FOR PROGRAM PROPOSALS

Name of Degree

A New Program/Degree Proposal

University Name

College of _____

Department of _____

Proposed Implementation Date: (Semester, Year)

Proposal prepared by: Name and Signature

Proposed CIP Code:

Proposed Delivery Method: Face to Face, Online, Blended, or ITV

Electronic Signature of Chief Academic Officer:

Electronic Signature of University President:

Date:

TABLE OF CONTENTS FOR PROGRAM PROPOSALS.

1. **Approval Action Sheet**
2. **Appropriateness to Mission**
    o   Description, scope, and purpose of the program
    o   Alignment with State System Strategic Plan
    o   Appropriateness to university mission and strategic plan
    o   Appropriateness to college and department strategic plans

3. **Need**
    o   Sustainable Needs Analysis to include market data that is tied primarily to Commonwealth Needs
    o   Profession, labor, and employment trends
    o   Demand for the program among current and prospective students
    o   Uniqueness of the program
    o   Enrollment projections (Full-time Headcount and Part-time Headcount) and student clientele to be served
    o   Capacity Analysis if program offered at another PASSHE University

* Please visit the PASSHE website for resources to help determine program need.

4. **Academic Integrity**
    o   Program/Department goals, as outlined in the most recent Academic Program Review—be specific.
    o   Identify Student Learning Outcomes for the Program
    o   Curriculum overview, Degree requirements, and Academic Map
    o   Course offerings (indicate which courses are new)
    o   Learning experiences and instructional methods
    o   Program structure/administration
    o   Program Entrance Requirements and if applicable, progression requirements i.e. Education.
    o   Student support/advisement
    o   Minimum GPA for the major
    o   Number of upper-level (300 and/or 400) courses required for the major
    o   Number of WAIG designated courses required for the major

*Note - The Curriculum must be in compliance with relevant BOG Policies and PASSHE System Standards
*   BOG Policy 1990-06-A: Academic Degrees
*   Procedure/Standards for BOG Policy 1990-06-A: Academic Degrees
*   BOG Policy 1993-01: General Education
*   Cheyney University Academic Affairs Academic Minor Policy AA 2004-2005 001

5. **Collaboration and Coordination with Others**
    o   Exploration of possibility of Collaboration with another PASSHE University(identify why it was or was not appropriate)
    o   Coordination with other departments/units on campus
    o   Coordination with outsides agencies, corporations, etc.

6.   Assessment Plan and Accreditation

- Describe the assessment plan and process for the program (please include the program goals and objectives).
- Describe the assessment plan and process to collect and evaluate student-learning outcomes data and the use of the data to improve the program (the feedback loop).
- Plan for achieving specialized accreditation (if University chooses to pursue)

* Note, all sections above must be in compliance with relevant BOG Policies and PASSHE System Standards

- Board of Governors' Policy 1986-04-A Program Review
- *Board of Governors' Policy 1997-01, Assessing Student Learning Outcomes*

7.   Resource Sufficiency

- Overview of resource sufficiency
  - o What current or future facilities, equipment, faculty, staff, and financial resources are required for the program?
  - o For each new course, identify which existing course and/or course sections will be eliminated OR identify faculty positions required to teach the course(s).
  - o If projected enrollment requires additional non-major (e.g. general education) course sections, please indicate what and how many sections will be increased.
  - o Identify source of funding for startup costs until breakeven is reached.

8.   Five-Year Budget Projection and Budget Narrative

9.   Evidence of Departmental Approval

- o Provide verifiable evidence of departmental evaluation and approval
- o Acceptable forms of departmental evidence include but are not limited to the following:
  - o Department Minutes
  - o Evidence of an Electronic Vote (i.e., Distribution email and Sharing the Results)

APPROVAL PAGE FOR PROGRAM PROPOSALS

Academic affairs Council
Curriculum/Program Change Form

Submission Information

- -

UCC Item Number:	
School:	
Department:	
Department Approval Date:	
UCC Submission Date:	
UCC Approval Date:	

Curriculum Information

- -

Type of Proposal:	
Degree Program:	
Type of Proposal:	

Rationale Information

- -

Rationale for approval of this request; include any relevant assessment information pertinent to the proposed change in this program:

(Text)

Date Received from the AAC:	
AAC Approval Date:	
Curriculum CIP Code:	

FORMAT AND HEADERS FOR PROGRAM PROPOSALS

Appropriateness to Mission

Description, scope, and purpose of the program
(Text)

Alignment with State System mission and Strategic Directions
(Text)

Appropriateness to university mission and strategic plan
(Text)

Appropriateness to college and department strategic plan
(Text)

Need

Sustainable Needs Analysis to include market data that is tied primarily to Commonwealth needs (include regional and state data).
(Text)

Profession, labor, and employment trends
(Text)

Demand for the program among current and prospective students
(Text)

Uniqueness of the program
(Text)

Enrollment projections (Full-time Headcount and Part-time Headcount) and student clientele to be served. Include your university's current retention rate for University, College, or Department when determining enrollment in years out.
(Text)

Capacity Analysis if program offered at another PASSHE University
(Text)

Academic Integrity

Program/Department goals, as outlined in the most recent Academic Program Review—be specific.
 (Text)

Identify Student Learning Outcomes for the Program
(Text)

Curriculum overview Degree Requirements, and Academic Map
(Text)

SAMPLE TO ILLUSTRATE CURRICULUM FORMAT

BS Degree

Major and major-related courses (60 credits)

100/200 level prerequisites and requirements	15 credits
300/400 level requirements	27 credits
Specialization courses	12 credits
Major Electives	3 credits
Seminar	3 credits
Total	60 credits

General education courses (42 credits)

Wellness	3 credits
Composition, math, and speech skills	9 credits
Science distribution	6 credits
Social sciences distribution	12 credits
Humanities distribution	12 credits
Total	42 credits

Free	Electives	18 credits
Total		120 credits

Include an **Academic Map** that outlines the course sequence as appropriate for FT students over an 8 semester period and if applicable a course sequence if designed as degree completion for non-traditional students. An example Academic Map is included below

UCC

Bachelor of Science in Biology – Sample Academic Map
A Suggested Sequence of Required Courses (2012-2013 Catalog)

Freshman Year

		Fall			Spring
____	4	BIO 120 General Zoology OR	____	4	BIO 125 General Botany OR
____	4	BIO 125 General Botany CHE 101 General Chemistry I	____	4	BIO 120 General Zoology CHE 102 General Chemistry II
____	3	ENG 101 English Composition I	____	3	ENG 102 English Composition II
____	1	UNI 100 First-Year Seminar	____	3	General Education Course
____	3	General Education Course			
Total	15		Total	14	

Sophomore Year

		Fall			Spring
____	4	BIO 215 Cellular and Molecular Biology OR BIO 248 General Ecology	____	4	BIO 248 General Ecology OR BIO 215 Cellular and Molecular Biology
____	3	Basic Calculus OR Calculus I	____	4	CHE Organic Chemistry I
____	3	General Education Course	____	3	General Education Course
____	3	General Education Course	____	3	General Education Course
____	3	General Education Course			
Total	16		Total	14	

Junior Year

		Fall			Spring
____	4	BIO 3XX Plant or Animal Physiology OR BIO 3XX Plant or Animal Anatomy	____	4	BIO 3XX Plan or Animal Physiology OR BIO 3XX Plan or Animal Anatomy
____	3	CHE 341 Organic Chemistry II Lecture	____	4	BIO 318 Genetics
____	1	CHE 342 Organic Chemistry II Lab	____	3	Unrestricted Elective
____	3	MAT 215 Statistics	____	3	*General Education
____	3	*General Education Course			
____	3	*General Education Course			
Total	17		Total	15	

Senior Year

		Fall			Spring
____	3	BIO 478 Evolution	____	4	PHY 122 General Physics II
____	3	ENS 495 Design & Analysis	____	4	Related Elective
____	4	General Physics I	____	3	Related Elective
____	4	Related Elective	____	3	Unrestricted Elective
Total	14		Total	14	

Notes:
- This academic map is a suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designed to keep students on track. This program is designed for students who desire a strong, diverse background in the sciences.
- A grade of "C" or better in 31 hours of biology courses used for the major **AND** in all courses required in non-Biology area of your audit
- BIO 120 and 125 are prerequisites to all upper level BIO courses
- Elective Requirements: A total of 11 credits of electives must be BIO courses
- Specific concentrations are available within the biology major including:
- Etc.

Course offerings (indicate which courses are new)
(Catalog descriptions)
Describe how each course supports the program goals and student learning outcomes.

Learning experiences and instructional methods
(Text)

Program structure/administration
(Text)

Program Entrance Requirements and Progression into the Major (if applicable i.e. Education)
(Text)

Student support/advisement
(Text)

Minimum GPA required for the major
(Text)

Number of upper-level (300 and/or 400) courses within the major requirements
(Text)

Number of WAIG designated courses within the major requirements
(Text)

Collaboration and Coordination with Others

Exploration of possibility of Collaboration with another PASSHE University (identify why it was or was not appropriate)
(Text)

Coordination with other departments/units on campus
(Text)

Coordination with outside agencies, corporations, etc.
(Text)

Assessment Plan and Accreditation

Describe the assessment plan and process for the program (please include the program goals and objectives).
(Text)

Describe the assessment plan and process to collect and evaluate student-learning outcomes data and the use of the data to improve the program (the feedback loop).
(Text)

Plan for achieving specialized accreditation (if University chooses to pursue)
(Text)

Resource Sufficiency

What current or future facilities, equipment, faculty, staff, and financial resources are required for the program?
(Text)

If new courses are required, identify which existing courses and/or course sections will be eliminated OR identify faculty position(s) required to teach the course(s).
(Text)

If projected enrollment requires additional non-major (e.g. general education) course sections, please indicate what and how many

sections will be increased.
(Text)

Identify funding source for startup costs until breakeven is reached.
(Text)

Five-Year Budget Projection

Please use the official PASSHE provided spreadsheet for the five-year budget projection. The budget narrative that accompanies the spreadsheet is below.

Evidence of Departmental Approval