



REASON FOR POLICY

Needs to be developed

ENTITIES AFFECTED BY THIS POLICY

Needs to be developed

WEB SITE ADDRESS FOR THIS POLICY

If the policy is not posted as a separate file on the policy library, please provide the link in the spreadsheet.

RESPONSIBLE OFFICE

For questions about this policy, please contact the Office of the Senior Vice President and Provost at (541) 346-3186 provost@uoregon.edu.

ENACTMENT & REVISION HISTORY

(Endorsed by Oregon State Board of Higher Education, Meeting #429, March 23, 1976, pp. 281-285; Guidelines are taken from pp. 17-22 of the document entitled, "Request for Board Endorsement of Guidelines Proposed by Oregon Educational Coordinating Commission Relating to Review of New Programs and Locations," dated February 24, 1976, and presented to Committee on Instruction, Research, and Public Service Programs.)

POLICY

Information To Be Submitted in Support of Requests for Authorization to Offer New Degree or Certificate Programs or New Areas of Specialization for Existing Programs

(Endorsed by Oregon State Board of Higher Education, Meeting #429, March 23, 1976, pp. 281-285; Guidelines are taken from pp. 17-22 of the document entitled, "Request for Board Endorsement of Guidelines Proposed by Oregon

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Educational Coordinating Commission Relating to Review of New Programs and Locations," dated February 24, 1976, and presented to Committee on Instruction, Research, and Public Service Programs.)

(Name of Institution)

PROPOSAL FOR THE INITIATION OF A NEW INSTRUCTIONAL PROGRAM LEADING TO THE (name of degree or certificate) IN (academic specialty or area)

Description of Proposed Program

1. Definition of Academic Areas

- a. Define or describe the academic area or field of specialization with which the proposed program would be concerned.
- b. What subspecialties or areas of concentration would be emphasized during the initial years of the program?
- c. Are there other subspecialties the institution would anticipate adding or emphasizing as the program develops?
- d. Are there other subspecialties the institution intends to avoid, in developing the program?
- e. When will the program be operational, if approved?

2. Department, School, or College Responsible

- a. What department and school or college would offer the proposed program?
- b. Will the program involve a new or reorganized administrative unit within the institution?

3. Objectives of the Program

- a. What are the objectives of the program?
- b. How will the institution determine how well the program meets these objectives? Identify specific post-approval monitoring procedures and outcome.
- c. How is the proposed program related to the mission and academic plan of the institution?
- d. What are the employment outlets and the employment opportunities for the institution?

4. Relationship of Proposed Program to Other Programs in the Institution

List the closely related program and areas of strength currently available in the institution that would give important support to the proposed program.

5. Courses of Study

- a. Describe the proposed course of study.
- b. What elements of this course of study are presently in operation in the institution?
- c. How many and which courses will need to be added to institutional offerings in support of the proposed program?

6. Admission Requirements

- a. Please list any requirements for admission to the program that are in addition to admission to the institution.
- b. Will any enrollment limitation be imposed? Please indicate the limitation and rationale therefor. How will those who will be enrolled be selected if there are enrollment limitations?

7. Relationship of Proposed Program to Future Plans

- a. Is the proposed program the first of several curricular steps the institution has in mind in reaching a long-term goal in this or a related field?
- b. If so, what are the next steps to be, if the Board approves the program presently being proposed?

8. Accreditation of the Program

- a. Is there an accrediting agency or professional society that has established standards in the area in which the proposed program lies? (Please give name.)
- b. If so, does the proposed program meet the accreditation standards? If it does not, in what particulars does it appear to be deficient? What steps would be required to qualify the program for accreditation?
- c. If the proposed program is a graduate program in which the institution offers an undergraduate program, is the undergraduate program fully accredited? If not, what would be required to qualify it for accreditation? What steps are being taken to achieve accreditation?

Need

9. Evidence of Need

- a. What evidence does the institution have of need for the program? Please be explicit.
- b. What is the estimated enrollment and the estimated number of graduates of the proposed program over the next five years? If the proposed program is an expansion of an existing one, give the enrollment in the existing program over the past five years.

Is the proposed program intended primarily to provide another program option to students who are already being attracted to the institution, or is it anticipated that the proposed program will draw its clientele primarily from students who would not otherwise come to the institution were the proposed program not available there?

- c. Identify statewide and institutional service area manpower needs the proposed program would assist in filling.
- d. What evidence is there that there exists a regional or national need for additional qualified persons such as the proposed program would turn out?
- e. Are there any other compelling reasons for offering the program?
- f. Identify any special interest in the program on the part of local or state groups (e.g., business, industry, agriculture, professional groups).
- g. Have any special provisions been made for making the complete program available for part-time or evening students?

Duplication of Effort

10. Similar Programs in the State

- a. List any similar programs in the state.
- b. If similar programs are offered in other institutions in the state, what purpose will the proposed program serve? Is it intended to supplement, complement, or duplicate existing programs?
- c. In what way, if any, will resources of any other institutions be utilized in the proposed program?

Resources

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11. Faculty

- a. List present faculty who would be involved in offering the proposed program, with pertinent information concerning their special qualifications for service in this area.
- b. Estimate the number, rank, and background of new faculty members that would need to be added to initiate the proposed program (that would be required in each of the first four years of the proposed program's operation, assuming the program develops as anticipated in item 9b). What kind of commitment does the institution make to meeting these needs? What kind of priority does the institution give this program in staff assignment?
- c. Estimate the number and type of support staff needed in each of the first four years of the program.

12. Library

- a. Describe in as objective terms as possible the adequacy of the library holdings that are relevant to the proposed program (e.g., if there is a recommended list of library materials issued by the American Library Association or some other responsible group, indicate to what extent the institution's library holdings meet the requirements of the recommended list).
- b. How much, if any, additional library support will be required to bring the library to an adequate level for support of the proposed program?
- c. How is it planned to acquire these library resources?

13. Facilities and Equipment

- a. What special facilities in terms of buildings, laboratories, equipment are necessary to the offering of a quality program in the field and at the level of the proposed program?
- b. What of these facilities does the institution presently have on hand?
- c. What facilities beyond those now on hand would be required in support of the program?
- d. How does the institution propose these additional facilities and equipment shall be provided?

14. Budgetary Impact

- a. Please indicate the estimated cost of the program for the first four years of its operation, following the format found at the end of this document.

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- b. If a special legislative appropriation is required to launch the program (as shown in item 4b of the estimated budget), please provide a statement of the nature of the special budget request, the amount requested, and the reasons a special appropriation is needed. How does the institution plan to continue the program after the initial biennium?
- c. If federal or other grant funds are required to launch the program (items 4c and 4d), what does the institution propose to do with the program upon termination of the grant?
- d. Will the allocation of going-level budget funds in support of the program have an adverse impact on any other institutional program? If so, which program and in what ways?

Instructions for Filling Out Summary Table

The table is intended to show the budgetary impact resulting from offering the new program. The table should be filled out from the viewpoint of the budgetary unit that will be responsible for the new program. Determine what the budgetary unit will be doing as a result of the new program that it is not now doing in terms of new or additional activities, and show what these will cost whether financed and staffed by shifting of assignments within the budgetary unit, reallocation of resources within the institution, special appropriation of the legislature, or gift, grant, or other funds.

For example, if the program is simply a rearrangement of courses already being offered, drawing on library resources purchased for other programs, and with no requirements for new or additional specialized facilities or equipment and no increase or decrease in students served by the budgetary unit responsible for the program, the budgetary impact is zero and will be so reported in the table.

If the program will require the budgetary unit to offer new courses or additional sections of old courses or other new or additional activities without increase in FTE or other resources assigned the budgetary unit, indicate that FTE of any changed assignment given faculty within the budgetary unit or reallocation of other resources in support of these new courses or activities. If FTE faculty or support staff assigned to the budgetary unit must be increased to handle an increased workload occasioned by the new program or to provide added competencies, indicate the total resources required to handle the new activities and workload (e.g., additional sections of existing courses) occasioned by the new program and footnote each item as to (1) how much of this total figure is from reassignment within the budgetary unit, and (2) how much is from resources new to the budgetary unit to enable them to offer the program.

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SUMMARY OF ESTIMATED COSTS FOR PROPOSED PROGRAM

	First Year Amount FTE	Second Year Amount FTE	Third Year Amount FTE	Fourth Year Amount FTE
1. Personnel				
a. Faculty	\$ _____	\$ _____	\$ _____	\$ _____
b. Graduate Assistants	\$ _____	\$ _____	\$ _____	\$ _____
c. Support/Personnel	\$ _____	\$ _____	\$ _____	\$ _____
d. Fellowships/Scholarships	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____
Percentage of Total from State Funds	_____ %	_____ %	_____ %	_____ %
2. Other Resources				
	<u>Amount</u>	Amount	Amount	Amount
a. Library	\$ _____	\$ _____	\$ _____	\$ _____
b. Supplies/Services	\$ _____	\$ _____	\$ _____	\$ _____
c. Movable Equipment	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____
Percentage of Total from State Funds	_____ %	_____ %	_____ %	_____ %
3. Physical Facilities				
	<u>Amount</u>	Amount	Amount	Amount
Construction of new Space of Major Renovation	\$ _____	\$ _____	\$ _____	\$ _____
Percentage of Total from State Funds	_____ %	_____ %	_____ %	_____ %
GRAND TOTAL	\$ _____	\$ _____	\$ _____	\$ _____
Percentage of Total from State Funds	_____ %	_____ %	_____ %	_____ %
4. Source of Funds				
	<u>Amount</u>	Amount	Amount	Amount
a. State Funds-Going-Level budget	\$ _____	\$ _____	\$ _____	\$ _____
b. State Funds-Special	\$ _____	\$ _____	\$ _____	\$ _____
c. Federal Funds	\$ _____	\$ _____	\$ _____	\$ _____
d. Other Grants	\$ _____	\$ _____	\$ _____	\$ _____
e. Fees, Sales, etc.	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____

RELATED RESOURCES

Provide links to forms, external pages, implementation guides, etc. if applicable. Leave blank if not.