

**STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA**  
**Program Proposal**  
**Cover Sheet**

1. Name of institution	
2. Title of proposed program	
3. Degree title	4. CIP number
5. Term and year of initiation	6. Term and year of first graduates
7. For community colleges: date of approval by local board	8. Date of approval by Board of Visitors or State Board for CC
9. If collaborative program, name of other institution(s)	
<p>10. Location of program within institution (please complete for every level, as appropriate). If any of these organizational units would be new, please so indicate and attach a revised organizational chart.</p> <p>School(s) or college(s) of</p> <p>_____</p> <p>Campus (or off-campus site)</p> <p>_____</p>	
11. Name, title, telephone number, and e-mail address of person(s) other than the institution's chief academic officer who may be contacted by or may be expected to contact Council staff about the proposal.	

## General Information for Completion of Program Proposals

- Program proposals must be submitted to the State Council of Higher Education **at least 6 months prior to the institution's desired initiation date**. Refer to the policies and procedures for program approval for information about the review schedule; these materials are available on the Council's web site at <http://www.schev.edu/html/academic/proplcy.html>
- If an institution applies for a change in degree-granting status or submits a large number of proposals at once, it should allow more time for Council action.
- Proposals must have approval of the institution's Board of Visitors or the State Board for Community Colleges before submission to the Council.
- Institutions may contact the Council's staff for information. For instance, the Council staff will, upon request, provide for each proposed program a summary of enrollments in and degrees conferred from similar programs in the state for the past five years.
- In a letter that accompanies the program proposal, the chief academic officer must describe
  - how the proposed program fits into the institution's strategic plan and programmatic direction;
  - funding plans for the proposed doctoral program, including a description of what the institution will stop doing or do differently in order to initiate it;
  - anticipated effects of reallocation on any units losing resources; and
  - strategies to reallocate resources for the entire set of programs, if more than one program is proposed;

### Additional instructions for proposal writers:

- Complete the cover sheet and attach it to a narrative that describes and justifies the program and its available and needed resources by responding to the items on the following pages.
- Provide sufficient detail to inform reviewers who may not be familiar with the discipline.
- Provide a table of contents and number all pages of the proposal.
- Attach any forms at the end of the narrative for that section.
- Use loose-leaf binding.
- Submit one electronic <http://www.schev.edu/html/academic/electronic.html> and four hard copies of program proposals for doctoral programs and one electronic and two hard copies for all other proposals. Proposals for doctoral programs are evaluated by outside reviewers.
- Appendices 1 and 2 of this document provide a checklist and additional information for proposal writers.

## **Description of Proposed Program**

### **Please include**

1. the sponsoring unit's (department, division, interdisciplinary group of faculty, etc.) history and mission, and how this program fits within that unit's mission.
2. admission criteria and continuation and exit requirements, including the number and kind of credits required for the degree. Strong educational justification must be provided for requiring more than 60 credits for an A.A., A.S., or AA&S degrees; 65 credits for an A.A.S. degree; or 120 credits for a baccalaureate degree. Time to degree should be described for graduate programs.
3. majors, concentrations, or specialty tracks within the program. Provide the semester-by-semester curriculum for each track or concentration and course descriptions for all courses in the major and any new or revised support courses. Proposed new courses must be identified as such.
4. what students are expected to know and be able to do by the time of graduation.
5. a brief description of the qualifications of faculty members who will have major teaching assignments in the program. If faculty have not yet been identified, describe the qualifications of the individuals to be selected.
6. the composition and function of any advisory committee(s) and its (their) involvement, if any, in the development of this proposal and the program's operations.
7. in the case of a collaborative program with another institution of higher education or with business and industry, the extent of the collaboration, including resources available at each institution, resource allocation, program administration, and which institution(s) will award the degree.
8. a description of how the proposed program is similar to and differs from other programs in this discipline in the region or state.

## **Evaluation of Program Effectiveness**

### **Provide information about the following:**

1. A date-specific, value-added plan to assess students' attainment of the program's learning goals. This should include measures, schedule, and the ways in which the assessment plan for this program fits into the institution's overall assessment program.
2. The benchmarks by which the program will be deemed successful, when they will be applied, and what the institution will do if the program does not meet those benchmarks. These benchmarks may include meeting enrollments, job placement and satisfaction of graduates, and other measures in addition to student learning.

## Justification for Proposed Program

### Provide information about the following:

1. student demand and projected enrollment, including
  - a. the estimated headcount and FTE students, including the sources for the projection. With the assistance of the institution's planning or reports office, complete and attach the form, "Summary of Projected Enrollment for Proposed Programs."
  - b. evidence of student demand for this program. Provide a full report of any surveys and a summary of any other sources that document student demand.
2. demand for graduates, including
  - a. the types of jobs or graduate school opportunities for which graduates will be prepared.
  - b. the need for such graduates. Cite sources of information. Labor market information should be appropriate to the scope of the program: i.e., if the program is national in scope, the labor market data should be national; if regional, the data should be regional; if local, provide local data. Discuss potential changes in the employment market which may affect this program.
  - c. for programs already in existence as options or majors within existing degree programs, employment and, if applicable, licensing data.

## Summary of Projected Enrollments in Proposed Program

Institution: \_\_\_\_\_ Program title: \_\_\_\_\_

CIP code: \_\_\_\_\_ Degree level: \_\_\_\_\_

Initiation date: \_\_\_\_\_ Enrollment target date: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Instructions**

- "Target Year" refers to the year the institution anticipates the program will have achieved its full enrollment. The Council will review for possible closure any program that has not met its own goals within five years of program initiation. Programs that do not anticipate producing **at least** an average of ten A.S., A.A., or A.A.&S. degrees, seven A.A.S. degrees, five bachelor's degrees, three master's degrees, or two doctoral degrees annually after a start-up period should not be proposed.
- Put the appropriate dates at the top of each column.
- Provide a **fall headcount** and an **annual FTE**. Round the FTE to the nearest whole number.

**Part 1: Projected enrollment:**

			<u>Target Year</u>
20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__
<u>HDCT</u> <u>FTEs</u>	<u>HDCT</u> <u>FTEs</u>	<u>HDCT</u> <u>FTEs</u>	<u>HDCT</u> <u>FTEs</u>
_____	_____	_____	_____

## Program Resource Needs for Doctoral Programs

### General information and instructions:

- Approval to initiate a degree program does not imply approval of the projected budget or budget initiatives for that program.
- In a **narrative**, describe the available and needed program resources in the following categories, explaining why each is needed to operate the program:
  - full-time faculty
  - part-time faculty
  - graduate assistants
  - classified positions
  - targeted financial aid
  - equipment (including computers)
  - library
  - telecommunications
  - space
  - other resources.
- Describe all sources of funds and the anticipated effect of any reallocation of funds and faculty within the instructional unit.
- Complete and attach the form "Projected Resource Needs for Proposed Program." On that form
  - answer the questions listed in Part A.
  - use the number of FTE positions when completing the table in Part B.
  - in Part C, use 0% salary increases and no inflation factor for any other cost item. At the bottom of the table, specify the amounts and sources of funds for the proposed program.

## Projected Resource Needs for Proposed Doctoral Program

Institution: \_\_\_\_\_ Program title: \_\_\_\_\_ CIP code: \_\_\_\_\_

Name and title, and telephone number of person(s) completing form:

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### Instructions:

**Part A: Answer the following questions about general budget information.**

- Has or will the institution submit an addendum budget request to cover one-time costs? Yes \_\_\_\_\_ No \_\_\_\_\_
- Has or will the institution submit an addendum budget request to cover operating costs? Yes \_\_\_\_\_ No \_\_\_\_\_
- Will there be any operating budget requests for this program which would exceed normal operating budget guidelines (for example, unusual faculty mix, faculty salaries, or resources)? Yes \_\_\_\_\_ No \_\_\_\_\_
- Will each type of space for the proposed program be within projected guidelines? Yes \_\_\_\_\_ No \_\_\_\_\_
- Will a capital outlay request in support of this program be forthcoming? (If yes, attach a "Space Profile for Proposed Program" form.) Yes \_\_\_\_\_ No \_\_\_\_\_

**Parts B. Fill in the following table with the number of FTE positions needed for the program.**

	Program initiation year 20____ - 20____		Second year of program 20____ - 20____		Target enrollment year 20____ - 20____	
	On-going	Added	On-going	Added	On-going	Added
Full-time faculty						
Part-time faculty						
Graduate assistants						
Classified positions						
Total						

**Part C: Estimated resources to initiate and operate the program:**

	Program initiation year 20____ - 20____	Second year of program 20____ - 20____	Year of target enrollment 20____ - 20____
Full-time Faculty			
Part-time faculty			
Graduate assistants			
Classified positions			
Fringe benefits			
<b>Total personnel costs</b>			
Targeted financial aid			
Equipment			
Library			
Telecommunication costs			
Other resource needs (please specify)			
<b>Total</b>			
Sources of funds			
Reallocation within department or school			
Reallocation within institution			
Other fund sources (please specify)			

## APPENDIX 1 PROGRAM PROPOSAL CHECKLIST

Institution \_\_\_\_\_ Program title and level \_\_\_\_\_

CIP Code \_\_\_\_\_ Date checked for complete information \_\_\_\_\_

Staff reviewer \_\_\_\_\_ External reviewers (if applicable) \_\_\_\_\_

### Letter from VPAA

\_\_\_\_\_ describes 1) how the proposed program fits into the institution's strategic plan and programmatic direction; and 2) for a proposed doctoral program, funding plans including a description of what the institution will stop doing or do differently in order to initiate it; anticipated effects of reallocation on any units losing resources; and strategies to reallocate resources for the entire set of programs, if more than one program is proposed.

### Cover page checked to determine if the

- \_\_\_\_\_ title is consistent with the program proposal.
- \_\_\_\_\_ degree title and abbreviation are appropriate.
- \_\_\_\_\_ CIP is given, correct.
- \_\_\_\_\_ terms and years of initiation and first graduates are realistic.
- \_\_\_\_\_ date of approval by state board or board of visitors is given.
- \_\_\_\_\_ location of the program within the institution is given.
- \_\_\_\_\_ contact person(s) is specified.

### Description of proposed program includes

- \_\_\_\_\_ the sponsoring unit's history, mission, and relation to other programs.
- \_\_\_\_\_ admission, continuation, and exit requirements, plus the number of credits for the degree. Justification should be given for more than 60, 65, or 120 credits. Time to degree is described for graduate programs.
- \_\_\_\_\_ a semester-by-semester curriculum for each major or specialty track and course descriptions for all major and any new and revised support courses.
- \_\_\_\_\_ a list of learning goals for graduates from the program.
- \_\_\_\_\_ qualifications for each faculty member who will be teaching in the program
- \_\_\_\_\_ a description of the advisory committee(s) and its (their) involvement in program.

### Evaluation of Program Effectiveness

- \_\_\_\_\_ the plan to assess student's attainment of the program's learning goals.
- \_\_\_\_\_ the benchmarks by which the program will be deemed successful, when they will be applied, what the institution will do if the program does not meet those benchmarks.

## Justification for proposed program given

Student demand and projected enrollment, including

- \_\_\_\_\_ estimated headcount/FTE and sources for the projection. "Summary of Projected Enrollment for Proposed Program" form correctly completed.
- \_\_\_\_\_ evidence of student demand for this program. Include copies of any surveys or other sources of information that document student demand.

Demand for graduates, including

- \_\_\_\_\_ the types of jobs or further study for which graduates will be prepared.
- \_\_\_\_\_ the need for such graduates, including sources of information. Potential changes in employment market which may affect program are described.
- \_\_\_\_\_ any other justifications for program initiation.

## For Doctoral Programs:

### Program resource needs given, including a

- \_\_\_\_\_ narrative describing costs in each category for operating the program.
- \_\_\_\_\_ description of sources of funds and the anticipated effect of reallocation.
- \_\_\_\_\_ "Projected Resource Needs for Proposed Program" form, completed correctly.

### Additional review questions for staff:

\_\_\_\_\_ Does the institution have all the resources required to offer this program and no intent to request new resources

OR

- \_\_\_\_\_ is a need for additional resources to initiate or operate this program anticipated? Is the projected source(s) for those funds given? Will the institution seek additional state resources for the program?
- \_\_\_\_\_ Is the narrative for operating costs consistent with the form for each category of expenses?
- \_\_\_\_\_ Are cost projections logical and adequate?
- \_\_\_\_\_ Is the projected number of faculty appropriate for the projected number of students?

## **APPENDIX 2**

### **General questions to consider in reviewing new programs**

- Does the local area/state/world need this program?
- Is there evidence of adequate student and employer demand for this program?
- Does this program duplicate others in the state/region? Has the institution considered whether a more cost-effective program could be delivered via telecommunication or other form of partnering with another institution?
- Is the faculty of sufficient stature, depth, and breadth to offer a very good program? For graduate programs, particularly Ph.D. programs, are the faculty actively involved in research? Could they adequately supervise student research? Are provisions made for adequate faculty mentoring and advising?
- Are admissions, continuation, and exit criteria adequate? Are the degree requirements reasonable? Is a student going through this program likely to be able to complete it in a reasonable time, consistent with rigor?
- Is the curriculum coherent and geared to clearly articulated student learning goals? Does it reflect the latest advances in the field, including interdisciplinary and global approaches where appropriate? Is the curriculum consistent with accreditation standards, if relevant?
- Does the program explicitly prepare students for their future careers? For example, if large numbers of the graduates in a doctoral program expect to enter the professorate, does the program prepare them for their respective duties as teachers, researchers, and citizens of their disciplines and institutions?
- Are the student learning outcomes clearly stated and is the plan to assess them adequate? Has the program developed other adequate benchmarks of its success?
- Is the program appropriately structured for the student population it hopes to attract? That is, if it is geared to part-time adult students, does it have the kind of scheduling, advising, and other services appropriate to that population? Does the structure of the program ensure quality in the student educational experience? If the program is to be offered off campus, is it well organized and administered? Are off-campus offerings staffed by well-qualified faculty? How adequate are the support services provided (library, computer, registration, etc.)?
- Does the program make use of the developments in instructional technology or other new approaches to teaching?
- Have provisions been made for internships and other kinds of hands-on experience, if appropriate?
- Is there sufficient library, laboratory, studio, computer, administrative, technical, and secretarial support available to offer this program?
- Is the budget adequate? For graduate programs, is sufficient provision made for student financial support? Does the institution have an adequate plan for reallocating or gaining sufficient resources to initiate and operate the program?