FORMAT AND NECESSARY INFORMATION

Proposal for Authorization to Implement New Program

While you do not need to follow this format exactly, you do need to ensure that the information requested is contained in your proposal.

1. PROGRAM IDENTIFICATION

Title of Proposed Program
Department or Functional Equivalent
College, School, or Functional Equivalent
Timetable for Initiation

Delivery: If this is a Distance Education Program, explain whether you will also be requesting authorization to implement the same degree program as a residential on-campus program.

2. CONTEXT

2.1 History of Program: Provide a brief chronological record of any program(s) from which the proposed program is developed (e.g., submajor currently available under existing program).

2.2 Instructional Setting of Program: Describe the relationship of the proposed program to existing academic programs.

2.3 Relation to Mission Statement and Strategic Academic Plan: Describe how the proposed program relates to the mission and academic plan of the institution.

3. DESCRIPTION

3.1 Program Description: Provide a brief description of the program.

3.2 Objectives: List the academic objectives and student learning outcomes of the program.

3.3 Curriculum: Discuss the proposed sequence of courses or provide a course matrix for the program, clearly indicating any new courses proposed. Note prerequisite and required courses within and outside the sponsoring department. Describe program entrance requirements, (e.g., completion of a number of credits, minimum GPA or GRE score). Also describe all degree completion requirements (e.g., portfolio, theses, oral exams, foreign language proficiency, capstone seminar, senior project internship). For graduate programs, discuss the mix of graduate-only and undergraduate/graduate courses. Describe the proposed curriculum in terms of credits-to-degree and reasonable timelines for degree completion.

3.4 Interrelationship with Other Curricula: Briefly describe how the new program will support and/or be supported by other institutional programs. Discuss any relationships with the general education program.
3.5 **Accreditation Requirement:** If program-specific accreditation is available for the proposed program describe the accreditation process.

3.6 **Diversity:** Diversity encompasses race, sex, gender identity or expression, religion, color, creed, disability, sexual orientation, national origin, ancestry, socioeconomic status and age. What methods will be used to attract students from diverse backgrounds into the program? How will knowledge about diverse perspectives be infused into the curriculum? How will the faculty ensure that contributions of diverse practitioner in this discipline are included in course content?

3.7 **Collaboration:** Discuss how institutional leaders have worked with their colleagues to consider options for inter-institutional collaboration. Describe plans for future collaboration.

3.8 **Outreach:** Outline credit and noncredit outreach functions, including public service, provided by this academic program.

3.9 **Delivery Method:** Describe any plans for on-line, distance education, or any other alternative delivery methods.

4. **NEED**

4.1 **Comparable Programs in Wisconsin:** Identify similar programs in the state. Compare these programs to the proposed program.

4.2 **Comparable Program Outside Wisconsin:** Identify similar programs in neighboring states available to Wisconsin residents. Compare these programs to the proposed program. (Special emphasis should be placed on opportunities available under the reciprocity agreement with Minnesota institutions.)

4.3 **Regional, State and National Needs:** Discuss estimated future employment opportunities for graduates of this program. Compare the estimated need for graduates with the estimated number of graduates from this program and existing programs identified in 3.1 and 3.2 above. Describe any special need for this program expressed by state agencies, industry, research centers, or other educational institutions.

4.4 **Student Demand – Future Enrollment:** Provide projections for anticipated enrollment and number of degrees to be granted for each of the first five years.

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<th>Year</th>
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<th>4th year</th>
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<td>Graduating students</td>
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4.5 **Collaborative or Alternative Program Exploration:** Discuss the possibility of offering the proposed, or an equivalent, program collaboratively with another institution, or as a submajor in conjunction with some existing program.
For a Distance Education Program also include:

4.6 On-campus program: Explain whether or not the degree program will also be offered as a residential, on-campus program, in addition to the distance education program.

5. ASSESSMENT AND ADVISING

5.1 Assessment: Outline a general plan for the ongoing assessment of the program. Indicate the direct and indirect measures that will be used to ascertain that the academic objectives are being met and that all students, including members of underrepresented groups, have mastered the learning outcomes listed in 4.2. Indicate who will conduct the assessment and how often it will occur. Indicate who will analyze the data obtained and how it will be used to ensure ongoing program improvement.

5.2 Advising: Describe the academic and career advisory services directly related and available to students in the program.

5.3 Access for Individuals with Disabilities: Discuss the methods by which the institution will address the needs of individuals with disabilities who enroll in this program.

6. PERSONNEL

6.1 Current Faculty Requirements: Indicate the current FTE faculty members who will directly participate in the proposed program as instructors. Indicate other current FTE faculty members who will be involved as student advisors and/or in another related capacity.

6.2 Additional Faculty Requirements: Indicate the number of additional FTE faculty members, if any, required to initiate the program, and project long-range needs for additional faculty, with tentative timetable. Indicate whether new positions are required or if they can be reallocated from elsewhere within the institution. Indicate the source for reallocation. How will diverse faculty be attracted to and retained in the program?

6.3 Academic Staff: Indicate the current FTE instructional and non-instructional academic staff members who would be assigned to the proposed program. Indicate the number of additional academic staff, if any, required to initiate the program, and project long-range needs for new academic staff, with tentative timetable. How will diverse academic staff be attracted to and retained in the program? Indicate whether new positions are required or if they can be reallocated from elsewhere within the institution. Indicate the source for reallocation.

6.4 Classified Staff: Provide information requested in 5.3 for classified staff.

7. ACADEMIC SUPPORT SERVICES
7.1 **Library Resources:** Describe and evaluate current library resources necessary for the proposed program. Indicate additional library resources needed, the estimated cost and the source for resources.

7.2 **Access to Student Services:** Describe how the institution will provide adequate access to the range of student services appropriate to support the program, including admissions, financial aid, academic advising, delivery of course materials, and placement and counseling. How will the needs of diverse students be met?

*For a program offered through distance education or another alternative delivery method also include:*

7.3 **Access to Library and Learning Resources:** Describe how the institution will ensure that students have access to and can effectively use appropriate library resources.

7.4 **Technical Support:** Explain how the institution will provide "help desk" services for students in the program. Pay specific attention to how students will be given timely assistance for technical problems, academic questions, billing questions, library research, textbooks, degree audit. If 24/7 service is not required, explain how evening and/or weekend service will be provided, especially to out-of-state or international students who reside in different time zones.

8. **FACILITIES - EQUIPMENT**

8.1 **Capital Resources – Existing Facilities and Capital Equipment:** List and evaluate facilities and capital equipment currently available to the proposed program. Is the building in which this program will be offered accessible to students/faculty/academic staff with disabilities?

8.2 **Capital Budget Needs – Additional Facilities and Capital Equipment Required:** List and describe facilities (special classrooms, laboratories, additional space, minor construction) and capital equipment needed to begin or sustain the proposed program. Provide an estimate of costs and sources of funding. Discuss expectations for extramural funding.

8.3 **Clinical Facilities:** For health science programs or programs making clinical placements, describe the laboratories and/or agencies to be used for clinical instruction. Append supporting statements indicating that these facilities will be available.

8.4 **Security:** Explain how the institution will ensure the integrity of student work and the credibility of degrees/credits awarded. Explain how the institution will monitor whether students make appropriate use of learning resources.
9. **FINANCE**

9.1 **Operating Budget and Budget Narrative:** In the budget narrative, describe the rationale for the funding requirements that are expressed quantitatively in the budget. The budget should include the total budgetary allocation required to implement this program and to fund it for the first three years. Use the provided sample budget format – Attachment #3 of the Guidelines for Academic Program Review – as a model.

9.2 **Operating Budget Reallocation:** Most, if not all, of the funding requirements outlined above will be met by reallocation of base resources. Indicate that you are prepared to reallocate the necessary resources. If the necessary resources are not immediately available, explain contingency plans (phase-in of the program; delay in starting the program until additional funds can be found; delay until external fund-raising is successful).

9.3 **Extramural Research Support:** Indicate sources and amounts of extramural funding support expected to be available for research related to the proposed program. Provide documentation supporting the basis of this expectation.

*For Service-Based Pricing and/or a Distance Education Program also include:*

9.4 **Costing Methodology:** Confirm your institution's use of the UW System common costing methodology (see your Chief Business Officer for information about this methodology).

9.5 **Commitment to Maintain Program:** Describe how the institution will ensure that appropriate faculty, equipment, facilities, technical expertise and financial planning exist to sustain the program over time.