Note: This document provides ADHE instructions, with some additional local guidance, for completion of the program proposal form. Please follow these instructions in using the template <ADHE-P01.docx> to develop your program proposal. The template may be downloaded from the CDPG forms page in PANDA: http://uca.edu/go/curriculum-forms (use the ADHE Forms tab in this page).

PROPOSAL – 1

NEW CERTIFICATE OR DEGREE PROGRAM

1. PROPOSED PROGRAM TITLE
   {type/insert text here}

2. CIP CODE REQUESTED
   {type/insert text here}

3. CONTACT PERSON
   Jonathan A. Glenn
   Associate Provost
   University of Central Arkansas
   201 Donaghey Ave.
   Conway, AR 72035
   (501) 450-3126
   jona@uca.edu

4. PROPOSED STARTING DATE
   {type/insert text here}

5. PROGRAM SUMMARY
   Provide a general description of the proposed program. Include overview of any curriculum additions or modifications; program costs; faculty resources, library resources, facilities and equipment; purpose of the program; and any information that will serve as introduction to the program.
   List existing degree programs that support the proposed program.
   {type/insert text here}

6. NEED FOR THE PROGRAM (submit employer needs forms)
   Provide survey data (number not percentage) on student interest (number of students planning to enroll), job availability, corporate demands and employment/wage projections. Focus mostly on state needs and less on regional and national needs, unless applicable to the program.
   Survey data can be obtained by telephone, letters of interest, student inquiry, etc. Focus mostly on state needs for undergraduate programs; and state, regional, and national needs for graduate programs.
   Provide names/types of organizations/businesses surveyed.
Letters of support should address the following when relevant: the number of current/anticipated job vacancies, whether the degree is desired or required for advancement, the increase in wages projected based on additional education, etc.

Indicate if employer tuition assistance is provided or other enrollment incentives.

Describe what need the proposed program will address and how the institution became aware of this need.

Indicate the composition of the program advisory committee, including the number of members, professional background of members, topics to be considered by the members, meeting schedule (annually, bi-annually, quarterly), institutional representative, etc.

Indicate the projected number of program graduates in 3–5 years.

7. CURRICULUM OUTLINE
Provide curriculum outline by semester (subject prefix, course number, and title). For bachelor’s degree program, submit the 8-semester degree plan.

Give total number of semester credit hours required for the program, including prerequisite courses.

Identify 35-hour state minimum general education core courses (in italics).

Identify required courses that meet institutional and program area/degree major requirements.

Identify new courses (with an underline) and provide course descriptions.

Identify courses currently offered by distance technology (with an asterisk).

Indicate the number of contact hours for internship/clinical courses.

For each program area/major course, provide the name of the faculty teaching the course.

State program admission requirements.

Describe specified learning outcomes and course examination procedures.

Include a copy of the course evaluation to be completed by the student. (Course evaluations should request student comments on textbook use (amount/level of use), and faculty communication (speak clearly, can be understood).

Include information received from potential employers about course content.

Provide institutional curriculum committee review/approval date for proposed program. (At UCA, this includes the department and college committees as well as the Undergraduate/Graduate Council and the Council of Deans.)

8. FACULTY
List the names and credentials (college/university awarding degree; degree level; degree field) of all faculty teaching courses in the proposed program. (For associate degrees and above: A minimum of one full-time faculty member with appropriate academic credentials is required.)
Total number of faculty required for program implementation, including the number of existing faculty and number of new faculty. For new faculty provide the expected academic credentials/professional experience and expected hire date.

For proposed graduate programs: Provide curricula vitae for faculty teaching in the program, and the expected credentials for new faculty and expected hire date. Provide the projected startup costs for faculty research laboratories and the projected number of and costs for graduate teaching and research assistants.

9. DESCRIPTION OF RESOURCES

Current library resources in the field

Current instructional facilities including classrooms, instructional equipment and technology, laboratories (if applicable)

New instructional resources required, including costs and acquisition plan

10. NEW PROGRAM COSTS – Expenditures for the first 3 years of program operation

See ADHE’s Guidelines for Preparation of New Program/Unit Budgets (available on the PANDA site at http://uca.edu/go/curriculum-forms – see the ADHE Forms tab).

Examples:

- New administrative costs (number and position titles of new administrators)
- Number of new faculty (full-time and part-time) and costs
- New library resources and costs
- New/renovated facilities and costs
- New instructional equipment and costs
- Distance delivery costs (if applicable)
- Other new costs (graduate assistants, secretarial support, supplies, faculty development, faculty/students research, program accreditation, etc.)

If no new costs are required for implementation, provide an explanation.

11. SOURCES OF FUNDING – Income for the first 3 years of program operation

Examples:

- If there will be a reallocation of funds, indicate from which department, program, etc.
- Indicate the projected annual student enrollment and expected annual tuition/fees for the proposed program. (Provide the amount of student tuition per credit hour.)
- Indicate the projected annual state general revenues for the proposed program. (Provide the amount of state general revenue per student.)
Other (grants, employers, special tuition rates, mandatory technology fees, program specific fees, etc.)

12. ORGANIZATIONAL CHART REFLECTING NEW PROGRAM
The proposed program will be housed in {indicate department & college}.

13. SPECIALIZED REQUIREMENTS
Describe specialized accreditation requirements for program (name of accrediting agency).
Licensure/certification requirements for student entry into the field (name of program licensure/approving agencies)
Provide documentation of Agency/Board approvals (education, nursing--initial approval required, health professions, counseling, etc.).

14. BOARD OF TRUSTEES APPROVAL
Provide the date that the Board approved the proposed program.

15. SIMILAR PROGRAMS
List institutions offering program:

(1) Proposed undergraduate program – list institutions in Arkansas
(2) Proposed master's program – list institutions in Arkansas and region
(3) Proposed doctoral program – list institutions in Arkansas, region, and nation
Why is proposed program needed if offered at other institutions in Arkansas or region?
List institutions offering a similar program that the institution used as a model to develop the proposed program.
Provide a copy of the e-mail notification to other institutions in the state of the proposed program and their responses; include your reply to the institutional responses.

16. DESEGREGATION
By program area, provide the total number of students, number of black students, and number of other minority students enrolled in related certificate and/or degree programs (if applicable).
17. INSTITUTIONAL AGREEMENTS/MEMORANDA OF UNDERSTANDING (MOU)
If the courses or academic support services will be provided by other institutions or organizations, include a copy of the signed MOU that outlines the responsibilities of each party and the effective dates of the agreement.

{type/insert text here}

18. ADDITIONAL INFORMATION REQUESTED BY ADHE STAFF
If required.