

**Proposal for a New Academic Program**

This program proposal form is intended to help you navigate the approval process and to provide assistance in gathering evidence to establish alignment, demand, and viability of new programs. SOU carefully considers several factors in the reviews of a new academic program proposals including, but not limited to: alignment with the institutional mission and strategic plan, market and student demand, competition, recruitment and retention factors, the points of the triangle and resource need. All programs under consideration must answer the five questions as outlined in the SOU forward plan. Those five questions are:

* + What resources will this new proposal require?
  + What are the anticipated fiscal or performance benefits from this initiative?
  + What is the time horizon for these expected benefits?
  + What metrics and measurements will be used to monitor progress?
  + What actions will be taken if the expected milestones are not achieved?

**Deadline: October 27th, 2023 (**[**Why is this deadline so important?**](https://sou.box.com/s/qvh2aegydg3339si3i8xci3pks38wr2z)**)**

**Please complete the following:**

**School(s):** Click or tap here to enter text.

**Program(s):** Click or tap here to enter text.

**Program type (Bachelor, Master, minor, Certificate):** Choose an item.

**Degree Designation (BA, BS, BFA, MS, other):** Click or tap here to enter text.

**Program Delivery (traditional/in-person, online, hybrid, other):** Click or tap here to enter text.

**When do you want the program to start:** Click or tap here to enter text.

1. **Program Overview**
   1. Provide a brief description of the program.

Click or tap here to enter text.

* 1. Will this program support or be supported by other programs?

Click or tap here to enter text.

* 1. Are there similar majors, certificates, minors, or credentials at SOU? How will this program impact those programs?

Click or tap here to enter text.

* 1. What are the learning outcomes for the program.

Click or tap here to enter text.

1. **Alignment with Institutional Mission and Goals:**
   1. How does the proposed program support SOU’s mission and strategic plan goals?

Click or tap here to enter text.

1. **Points of the Triangle:** 
   1. **Describe how this program supports one or more of the points of the triangle (supporting the**

**liberal arts foundation, regional responsiveness, and/or creativity and innovation).**

Click or tap here to enter text.

1. **Demand: Working with SOU’s Institutional Research (required for new majors, suggested for certificates), please provide answers to the following questions.** 
   1. What is the current, five, and ten-year employment outlook for students graduating with this degree. Please provide both regional and national data.

Click or tap here to enter text.

* 1. Please provide a comparator analysis that establishes a clear need for this program. Include a list of similar programs that exist regionally, statewide, and/or nationally and a summary of how the proposed program would complement similar programs at other institutions. Related to this, if a program would be in direct competition with another program, provide a rationale for why the demand would not be impacted by that program.

Click or tap here to enter text.

* 1. Does the program serve a specific population or meet a specific need not captured through the data provided above?

Click or tap here to enter text.

* 1. Will this program provide any opportunities to attract and retain students from underserved populations. Are there existing programs or resources that might help recruit these students?

Click or tap here to enter text.

1. **Resource needs:**
   1. Will new or additional faculty be needed to provide this program? Please explain how you arrived at the answer provided. If additional faculty teaching hours are needed, how will that need be met?

Click or tap here to enter text.

* 1. Will new or additional administrative support be needed to provide this program?

Click or tap here to enter text.

* 1. Will new or additional resources (facilities, equipment, etc.) be needed to provide this program? How will those needs be met?

Click or tap here to enter text.

* 1. Will new curriculum be needed to deliver this program?

Click or tap here to enter text.

* 1. Sufficient information resources are necessary to ensure the quality of new programs and to meet accreditation requirements. Contact your library faculty subject liaison to arrange a collection assessment demonstrating the level of current and/or needed information resource support for the proposed program. Attach a copy of the report with this proposal.

Click or tap here to enter text.

1. **Program Impact and Evaluation:** 
   1. Working with data provided by Institutional Research, provide benchmark estimates for the program success metrics below:
      1. What is the three and five year projection for major headcount and SCH for the program?

Click or tap here to enter text.

* + 1. What is the three and five year projection for SCH to Faculty ELU ratio?

Click or tap here to enter text.

* + 1. What is the three and five year projection for total number of degrees (grad degrees, majors, certificates) awarded?

Click or tap here to enter text.

* + 1. What is the three and five year projection for course fill rate?

Click or tap here to enter text.

* 1. Will any prerequisites or other course requirements affect other departments/programs? If so, the relevant chairs or program directors should be notified to determine if those departments/programs have sufficient capacity to meet these requirements. Please document your research into this possible impact.

Click or tap here to enter text.

* 1. Please provide written verification of contact with the Chair of any other departments or programs affected by the new program.

Click or tap here to enter text.

**Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Chair (printed name) Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

School Director (printed name) Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Provost (printed name) Signature Date

The application on the next page is for the Higher Education Coordinating Commission. If your program is approved through all of the relevant SOU levels, you will be asked to fill out the form below. There are questions that are redundant and the application below will be submitted separately so feel free to cut and paste from above where ever possible.



**Proposal for a New Academic Program**

**Institution:**

**College/School:**

**Department/Program Name:**

**Degree and Program Title:**

1. **Program Description**
2. Proposed Classification of Instructional Programs (CIP) number.
3. Brief overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree, certificate, minor, and concentrations offered.
4. Course of study – proposed curriculum, including course numbers, titles, and credit hours.
5. Manner in which the program will be delivered, including program location (if offered outside of the main campus), course scheduling, and the use of technology (for both on-campus and off-campus delivery).
6. Adequacy and quality of faculty delivering the program.
7. Adequacy of faculty resources – full-time, part-time, adjunct.
8. Other staff.
9. Adequacy of facilities, library, and other resources.
10. Anticipated start date.
11. **Relationship to Mission and Goals**
12. Manner in which the proposed program supports the institution’s mission, signature areas of focus, and strategic priorities.
13. Manner in which the proposed program contributes to institutional and statewide goals for student access and diversity, quality learning, research, knowledge creation and innovation, and economic and cultural support of Oregon and its communities.
14. Manner in which the program meets regional or statewide needs and enhances the state’s capacity to:
15. improve educational attainment in the region and state;
16. respond effectively to social, economic, and environmental challenges and opportunities; and
17. address civic and cultural demands of citizenship.
18. **Accreditation**
19. Accrediting body or professional society that has established standards in the area in which the program lies, if applicable.
20. Ability of the program to meet professional accreditation standards. If the program does not or cannot meet those standards, the proposal should identify the area(s) in which it is deficient and indicate steps needed to qualify the program for accreditation and date by which it would be expected to be fully accredited.
21. If the proposed program is a graduate program in which the institution offers an undergraduate program, proposal should identify whether or not the undergraduate program is accredited and, if not, what would be required to qualify it for accreditation.
22. If accreditation is a goal, the proposal should identify the steps being taken to achieve accreditation. If the program is not seeking accreditation, the proposal should indicate why it is not.
23. **Need**
24. Anticipated fall term headcount and FTE enrollment over each of the next five years.
25. Expected degrees/certificates produced over the next five years.
26. Characteristics of students to be served (resident/nonresident/international; traditional/ nontraditional; full-time/part-time, etc.).
27. Evidence of market demand.
28. If the program’s location is shared with another similar Oregon public university program, the proposal should provide externally validated evidence of need (e.g., surveys, focus groups, documented requests, occupational/employment statistics and forecasts).
29. Estimate the prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate. What are the expected career paths for students in this program?
30. **Outcomes and Quality Assessment**
31. Expected learning outcomes of the program.
32. Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction.
33. Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas.
34. **Program Integration and Collaboration**
35. Closely related programs in this or other Oregon colleges and universities.
36. Ways in which the program complements other similar programs in other Oregon institutions and other related programs at this institution. Proposal should identify the potential for collaboration.
37. If applicable, proposal should state why this program may not be collaborating with existing similar programs.
38. Potential impacts on other programs.

**7. External Review**

If the proposed program is a graduate level program, follow the guidelines provided in *External Review of New Graduate Level Academic Programs* in addition to completing all of the above information.

*Revised May 2023*