

## **Procedures to Request Planning for a New Academic Program At North Carolina A&T State University**

The University of North Carolina requires that all new academic programs be approved before a university can establish the degree. The UNC process is totally defined at the web site:

**h**

North Carolina A&T requires that this web site be studied before beginning the process to plan a new academic degree.

A new degree program can be suggested by any faculty member or group of faculty. Considering the University's vision, mission and goals established by our Futures planning process, any new program, in general, should be interdisciplinary in nature. The process outlined below must be followed in order for the Provost to officially request planning for a new degree.

1. Idea or concept for a new degree begins with a faculty member or group of faculty with discussions about the need and appropriateness. The group requests support from a Dean or group of Deans to formally request that the Provost establish a committee to begin the process. In some cases the faculty group can request that the Provost establish the committee without specific support of a Dean.
2. The Provost appoints the Planning Committee with appropriate consultation with the Deans. Faculty representatives from appropriate schools, colleges and faculty groups are selected to be on the Committee. A chair and other officers are elected by the Committee. The Provost is notified of the election and informs all Deans and others who may be interested.
3. The Planning Committee studies the UNC process and begins its planning of the new degree through regular and called meetings. Every attempt must be made to include all interested Schools/Colleges in the discussion. Minutes and draft proposals will be posted on an appropriate web site as necessary.
4. The Planning Committee prepares the NORTH CAROLINA A&T STATE UNIVERSITY Request for a New Degree Program form which can be found in Appendix A of these procedures.
5. After the form is properly completed and reviewed by the Provost's Office a meeting will be called to discuss the proposal. The meeting will be open to all faculty, staff, and administrators. The Committee will present the proposal and answer questions concerning the proposal.
6. The Committee meets to review comments and makes any necessary changes to improve the proposal. The results of this review will be posted on the web for comments for ten business days following an announcement that it has been posted. Any comments must be emailed to the Committee by the end of the posting period.
7. At the end of the first posting period, the Committee will meet and resolve any comments. Editorial comments of style and grammar will be handled by the Committee. Comments concerning content will be addressed by the Committee and posted on the web. Any changes in the proposal will be noted on the second posting. Anyone objecting to any changes will have ten business days to respond to the Committee.
8. At the end of the second posting, the Committee will prepare a formal report to the Deans who will be given the opportunity to remove their school/college from the proposal. All Deans supporting the proposal will sign the proposal, which is then submitted to the Provost for approval.
9. The Provost reviews the proposal submitted by the Committee and approved by the appropriate Deans. If the Provost does not approve the proposal he/she responds with the reasons for denial and suggests any further action. If the Provost approves the proposal, he/she will follow the required UNC-GA procedures for proper notification or approval for the new degree.

**NORTH CAROLINA A&T STATE UNIVERSITY**  
**Request for a New Degree Program**

Date:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: \_\_\_\_\_ Level: B      M      1<sup>st</sup> Prof      D

Exact Title of the Proposed Degree: \_\_\_\_\_

Exact Degree Abbreviation (e.g. B.S., B.A., M.A., M.S., Ed.D., Ph.D.):

Does the proposed program constitute a substantive change as defined by SACS? Yes\_\_ No\_\_

a) Is it at a more advanced level than those previously authorized? Yes\_\_ No\_\_

b) Is the proposed program in a new discipline division? Yes\_\_ No\_\_

Proposed date to establish degree program (allow at least 12 months for proposal review):

month \_\_\_\_\_ year

Do you plan to offer the proposed program away from campus *during the first year of operation*?

Yes      No

(CIP Discipline Specialty Number can be found at **h**)

I. Description of the Program

A. Describe the proposed degree program (i.e., its nature, scope, and intended audience).

B. List the educational objectives of the program.

C. Describe the relationship of the program to other programs currently offered at NC A&T, including the common use of: (1) courses, (2) faculty, (3) facilities, and (4) other resources.

II. Justification for the Program—Narrative Statement

A. Describe the proposed program as it relates to:

1. The institutional mission and strategic plan. If it is a graduate program, what Research Cluster does it support and how?

2. Student demand

3. Societal need (For graduate, first professional, and baccalaureate professional programs, cite manpower needs in North Carolina and elsewhere.)

4. Impact on existing undergraduate and/or graduate academic programs. (e.g., Will the proposed program strengthen other programs? Will it stretch existing resources? How many of your programs at this level currently fail to meet Board of Governors' productivity criteria? Is there a danger of proliferation of low-productivity degree programs at the institution? Is there a potential for this program to be low-producing?)

B. Discuss potential program duplication and program competitiveness.

1. Identify similar programs offered elsewhere in North Carolina. Indicate the location and distance from NC A&T. Include a) public and b) private institutions of higher education.

2. Indicate how the proposed new degree program differs from other programs like it in the University. If the program duplicates other UNC programs, explain a) why is it necessary or justified? and b) why demand (if limited) might not be met through a collaborative arrangement (perhaps using distance education) with another UNC institution? If the program is a first professional or doctoral degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation.

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C. Enrollment (baccalaureate programs should include only upper division majors, juniors and seniors).

Headcount enrollment

Show a five-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program; this data can be found at **h** ; indicate which of these institutions you consulted regarding their experience with student demand and (in the case of professional programs) job placement. Indicate how their experiences influenced your enrollment projections.

Institution:

Program Title:

|                 | (year) | (year) | (year) | (year) | (year) |
|-----------------|--------|--------|--------|--------|--------|
| Enrollment      |        |        |        |        |        |
| Degrees-awarded |        |        |        |        |        |

Use the format in the chart below to project your enrollment in the proposed program for four years and explain the basis for the projections:

|           | Year 1 (200 ) | Year 2 (200 ) | Year 3 (200 ) | Year 4 (200 ) | Year 5 (200 ) |
|-----------|---------------|---------------|---------------|---------------|---------------|
| Full-time |               |               |               |               |               |
| Part-time |               |               |               |               |               |
| Total     |               |               |               |               |               |

Please indicate the anticipated steady-state headcount enrollment after four years:

Full-time

Part-time

Total

SCH production (upper division program majors, juniors and seniors *only*, for baccalaureate programs).

Use the format in the chart below to project the SCH production for four years. Explain how SCH projections were derived from enrollment projections (see UNC website **h** for a list of the disciplines comprising each of the four categories).

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| <b>Year 1</b>           | <b>Student<br/>Credits</b> |                |                 |
|-------------------------|----------------------------|----------------|-----------------|
| <b>Program Category</b> | <b>UG</b>                  | <b>Masters</b> | <b>Doctoral</b> |
| Category I              |                            |                |                 |
| Category II             |                            |                |                 |
| Category III            |                            |                |                 |
| Category IV             |                            |                |                 |

| <b>Year 2</b>           | <b>Student<br/>Credits</b> |                |                 |
|-------------------------|----------------------------|----------------|-----------------|
| <b>Program Category</b> | <b>UG</b>                  | <b>Masters</b> | <b>Doctoral</b> |
| Category I              |                            |                |                 |
| Category II             |                            |                |                 |
| Category III            |                            |                |                 |
| Category IV             |                            |                |                 |

| <b>Year 3</b>           | <b>Student<br/>Credits</b> |                |                 |
|-------------------------|----------------------------|----------------|-----------------|
| <b>Program Category</b> | <b>UG</b>                  | <b>Masters</b> | <b>Doctoral</b> |
| Category I              |                            |                |                 |
| Category II             |                            |                |                 |
| Category III            |                            |                |                 |
| Category IV             |                            |                |                 |

| <b>Year 4</b>           | <b>Student<br/>Credits</b> |                |                 |
|-------------------------|----------------------------|----------------|-----------------|
| <b>Program Category</b> | <b>UG</b>                  | <b>Masters</b> | <b>Doctoral</b> |
| Category I              |                            |                |                 |
| Category II             |                            |                |                 |
| Category III            |                            |                |                 |
| Category IV             |                            |                |                 |

### III. Program Requirements and Curriculum

#### A. Program Planning.

1. List the names of institutions with similar offerings regarded as high quality programs.
2. List other institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports, committee findings, and simulations (cost, enrollment shift, induced course load matrix, etc.) generated in planning the proposed program.

#### B. Admission. List the following:

1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
2. Documents to be submitted for admission (listing or sample).

#### C. Degree requirements. List the following:

1. Total hours required.
2. Proportion of courses open only to graduate students to be required in program (graduate programs only).
3. Grades required.
4. Amount of transfer credit accepted.
5. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).
6. Language and/or research requirements.
7. Any time limits for completion.

- D. List existing courses by title and number and indicate with an (\*) those that are required. Include an explanation of special numbering system. List (under a heading marked "new") and describe new courses proposed

### **IV. Faculty**

- A. List the names of persons now on the faculty who will be directly involved in the proposed program. Provide complete information on each faculty member's education, teaching

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experience, research experience, publications, and experience in directing student research, including the number of theses and dissertations directed for graduate programs. The official roster forms approved by SACS can be submitted rather than actual faculty vita.

- B. Estimate the need for new faculty for the proposed program over the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.
- C. If the employment of new faculty requires additional funds, please explain the source of funding and if approval has been obtained to use these funds.
- D. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.

**V. Library**

- A. Provide a statement as to the adequacy of present library holdings for the proposed program.
- B. State how the library will be improved to meet new program requirements for the next five years. The explanation should discuss the need for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?
- C. Discuss the use of other institutional libraries.

**VI. Facilities and Equipment**

- A. Describe facilities needed for the proposed program. What space is presently available to be relocated for the proposed program and what new space will be needed? Include faculty and staff office needs in the discussion.
- B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.
- C. Discuss any information technology services needed and/or available.
- D. Discuss sources of financial support for any new facilities and equipment.

**VII. Administration**

Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

**VIII. Accreditation**

Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation.

## IX. Supporting Fields

Are other subject-matter fields necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

## X. Additional Information

Include any additional information deemed pertinent to the review of this new degree program proposal.

## XI. Budget

Provide estimates (using the attached Excel spreadsheet) of the additional costs required to implement the program and identify the proposed sources of the additional required funds. *Use SCH projections (section II.C.) to estimate new state appropriations through enrollment increase funds.* Prepare a budget schedule for each of the first three years of the program, indicating the account number and name for all additional amounts required. Identify EPA and SPA positions immediately below the account listing. New SPA positions should be listed at the first step in the salary range using the SPA classification rates currently in effect. Identify any larger or specialized equipment and any unusual supplies requirements.

For the purposes of the second and third year estimates, project faculty and SPA position rates and fringe benefits rates at first year levels. *Include the continuation of previous year(s) costs in second and third year estimates.*

Additional state-appropriated funds for new programs may be limited. Except in exceptional circumstances, institutions should request such funds for no more than three years (e.g., for start-up equipment, new faculty positions, etc.), at which time enrollment increase funds should be adequate to support the new program. Therefore it will be assumed that requests (in the “New Allocations” column of the following worksheet) are for one, two, or three years unless the institution indicates a continuing need and attaches a compelling justification. However, funds for new programs are more likely to be allocated for limited periods of time.

## XII. Evaluation Plans

d)

### Program Evaluation Format

A. Criteria to be used to evaluate the proposed program:

B. Measures to be used to evaluate the program:

A. Projected productivity levels (number of graduates):

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| <u>Level</u> | <u>Year 1</u> | <u>Year 2</u> | <u>Year 3</u> | <u>Year 4</u> | <u>TOTALS</u> |
|--------------|---------------|---------------|---------------|---------------|---------------|
| Bachelor's   |               |               |               |               |               |
| Master's     |               |               |               |               |               |
| Doctoral     |               |               |               |               |               |

D. Plan for evaluation prior to fifth operational year.

XIII. Approvals

This proposal to establish a new degree program has been reviewed and approved by the appropriate department/school/college committees and authorities.

Department Chair:

*Typed name*

*Signature*

Department Chair:

*Typed name*

*Signature*

Department Chair:

*Typed name*

*Signature*

Dean:

*Typed name*

*Signature*

Dean:

*Typed name*

*Signature*

Dean:

*Typed name*

*Signature*