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

Date:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: Level: B   M   1st 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:
The institutional mission and strategic plan. If it is a graduate program, what Research Cluster does it support and how?
Student demand
Societal need (For graduate, first professional, and baccalaureate professional programs, cite manpower needs in North Carolina and elsewhere.)

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.

C.   Enrollment (baccalaureate programs should include only upper division majors, juniors and seniors).
<u>Headcount enrollment</u>
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:

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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:

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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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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 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:

Projected productivity levels (number of graduates):

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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