

**Utah System of Higher Education
R401 Program Proposal
New Full Program (AAS or higher)**

SECTION 1: PROGRAM INFORMATION

Institution

Department

Proposed Award Name

Award Type - Please select only one

- Associate's Degree (including AAS degrees)
- Bachelor's Degree
- Master's Degree
- Doctor Degree

Will this proposal include emphases? (If no, leave unchecked and move to next item.)

- Yes, this proposal has emphases
- An emphasis is required to complete this program

----- For proposals with emphases, please note if any of the following attributes are different for a particular emphasis -----

Additional Departments

CIP Code (Provide a 6-digit CIP Code. Omit the period.):

Award Acronym (ex. AAS, AA, BS, BA/BS, etc. Acronym field allows for 2 to 6 characters. Omit periods.)

Quantitative Literacy Course recommended for this program (for undergraduate programs only. Select one option.)

- MATH 1030 Quantitative Reasoning
- MATH/STAT 1040 Intro to Statistics
- MATH 1050 College Algebra
- Any QL course is acceptable
- Other (please list in Curriculum table)

Program Delivery Method(s)

How will students complete this program? Indicate all program delivery methods considered for this program:

- Entire program can be completed in person
- Entire program can be completed via Interactive Videoconferencing (EDNET)
- Entire program can be completed Online
- Students can take different courses through a variety of delivery methods

Minimum Credit Hours to Complete Program (including emphasis if applicable; use whole numbers)

Maximum Credit Hours to Complete Program (including emphasis if applicable; use whole numbers)

Expected First Semester Students May Enroll in Program

Expected First Year Students May Enroll in Program

SECTION II: INSTITUTIONAL ROLES & MISSION

Program Description

Present a brief program description. (1-2 paragraphs.)

Consistency with Institutional Mission

Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see Board policy R312 found at <https://ushe.edu> in the Board of Higher Education section under Policies) or, for "out of mission" program requests, the rationale for the request.

SECTION III: NEEDS ASSESSMENT

Market Demand

Provide local, state, and/or national labor market data that speak to the need for this program. What business and industry sectors seek the knowledge base and skills graduates will offer? Are there known Utah employers? How many annual job openings are available? What wage will graduates earn? How strong is the employment sector for graduates of the program? Are numbers of job openings increasing? How does the median wage for these jobs compare to statewide median wage for all workers and/or for workers with the same education level?

NOTE: Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco). Utah DWS Firm Find also provides Utah employer data (<https://jobs.utah.gov/jsp/firmfind/#/>).

Local/Regional Market Demand (include a short description to clarify the geographic parameters for this data)

State Market Demand

National Market Demand

Student Demand

Provide evidence of student interest and demand that supports potential program enrollment and your plan for attracting under-represented student groups. NOTE: Student enrollment projections will be called for in the finance section of this proposal.

Similar Programs

List similar programs offered elsewhere in the USHE, the state, or Intermountain Region. In comments field, describe unique characteristics of proposed program to similar program(s), if any.

Institution	Award Type	Program Award Name	Link to Program	Comments

Transfer Check

For transfer associate degrees, provide information on bachelor degrees that graduates can transfer into; at end of proposal form, attach at least one draft articulation agreements with a 4-year program. For 4-year degrees, list 2-year degrees that may transfer into the degree, if any. Use comments field to unique transfer requirements such as minimum GPA, if any.

Institution	Award Type	Program Award Name	Link to Program	Comments

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Collaboration with and Impact on Other Degree-granting or Technical College USHE Institutions

Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that have taken place. Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in Board policy R315 found at <https://ushe.edu> in the Board of Higher Education section under Policies.

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Accreditation

If the program will seek special professional program-level accreditation, identify the accrediting body, and project timeline and anticipated costs for initial approval, and a date for accreditation review cycle.

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External Review

Describe how external consultants, program advisory committee members, industry experts, or other non-institutional stakeholders were involved in the development of the proposed program. For programs that address specific industry or occupational needs, indicate the extent to which the applicable industry representatives have provided input.

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SECTION IV: PROGRAM DETAILS

Program Curriculum

Provide a list of courses required to complete the program. List all courses, including college-level prerequisites (and pre-major placements or condition) and new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded for the degree. For variable credits, please enter the minimum value in the table for credit hours. To explain variable credit in detail as well as any additional information, use the Program Curriculum Narrative text field.

INSERT ROWS IN TABLE BELOW AS NEEDED

College Level Prerequisite Courses (list courses students commonly must take to be able to enroll in the program's courses listed below)

Course Prefix & Number	New Course?	Course Title	Credit Hours

General Education Courses (list specific courses if recommended for program; otherwise, list "any QL" of "any Humanities")

Course Prefix & Number	New Course?	Course Title	Credit Hours

Program Required Courses (list "and/or" conditions and reflect such conditions in credit hours)

Course Prefix & Number	New Course?	Course Title	Credit Hours

Program Elective Courses (list "and/or" conditions and reflect such conditions in credit hours)

Course Prefix & Number	New Course?	Course Title	Credit Hours

Emphasis Courses (duplicate this table if there are multiple emphases)

Name of Emphasis

Course Prefix & Number	New Course?	Course Title	Credit Hours

Degree Map

Provide a program Degree Map, also referred to as a graduation plan (for undergraduate programs ONLY). This map provides a suggested semester-by-semester class schedule for a full-time student that includes prefix, number, title, and semester hours.

Enter the degree map in the table below. If a specific general education course is required, list course and include GE fulfilled. If the program does not require a specific general education, write "Any Fine Art" or "Any QL" and check GE fulfilled.

INSERT ROWS IN TABLE BELOW AS NEEDED

For General Education courses, use the following acronyms or leave blank if not GE:

C Written Communication / **QL** Quantitative Literacy / **AI** American Institutions /
FA Fine Art / **H** Humanities / **LS** Life Science / **PS** Physical Science / **SS** Social Science

First Year Fall			First Year Spring		
Course	Cr Hr	GE	Course	Cr Hr	GE
Second Year Fall			Second Year Spring		
Course	Cr Hr	GE	Course	Cr Hr	GE
Third Year Fall			Third Year Spring		
Course	Cr Hr	GE	Course	Cr Hr	GE
Fourth Year Fall			Fourth Year Spring		
Course	Cr Hr	GE	Course	Cr Hr	GE

Program Curriculum Narrative

Describe any variable credits as well as internships, clinicals, or other external learning experiences. Include additional curriculum information that differentiates this program’s curriculum such as mandatory summer terms, accelerated schedule options or paths for part-time students.

Program Admission Requirements

List selective admission requirements specific to the proposed program. Describe cohort-driven admissions, if applicable.

Program Graduation Standards and Number of Credits

Provide graduation standards. Include standards specific to the program that are beyond the institution's standard graduation requirements. Provide justification if number of credits exceeds credit limit for this program type described in R402-6 Table 1, which can be found at <https://ushe.edu> in the Board of Higher Education section under Policies.

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SECTION V: INSTITUTION, FACULTY, AND STAFF SUPPORT

Institutional Readiness

How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, describe how?

Student Advisement for this Program

Describe how prospective and current students in the proposed program will be advised. Does the sponsoring department have advisors or are students referred to campus advising? Are there advisements for part-time student participants?

Professional Licensure

Will graduates of this program need to seek certification or licensure to be employed in the field? If no, type N/A. If yes, describe how the program meets the educational requirements of the license both in Utah and in other states. Reference specialty accreditation and compact or reciprocity agreements, if applicable.

Library and Information Resources

Describe library resources students will need to complete this program, if any. Describe the library resources the institution already possesses. Describe new library resources to be acquired. Identify additional costs to support library and information resources needs in the finance table.

Facility (Space) / Material Needs

Describe special space or equipment needs for program, if any. Describe the space and technology needs the institution already possesses. Describe new space or technology to be acquired.

Current and New Department Faculty / Staff Information

Identify current # of department faculty / staff (headcount) to be involved with the program and faculty / staff to be hired along with their qualifications and tenure status. Include additional cost for these faculty / staff members in budget narrative and table.

In the Expense Narrative field later in the proposal, please indicate when new faculty and staff hires will occur in year 1 or a subsequent year of the program.

Current Faculty/Staff					Faculty/Staff to be Hired				
<i>For faculty: academic or industry credential held:</i>	# Fulltime	# Parttime	# Tenure or Tenure-Track	# Non-Tenure Track	# Fulltime	# Parttime	Est. % of time committed to new program	# Tenure-Track	# Non-Tenure Track
Doctorate Degrees									
Masters Degrees									
Bachelor Degrees									
Associates Degrees									
Industry Credential									
Staff									
Teaching/Grad Assistants									
TOTAL	0	0			0	0			

Faculty

Describe faculty development activities that will support this program. Will existing faculty/instructors, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty. The narrative should be consistent with the budget and faculty tables.

Staff

Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? If needed, describe the circumstances such as growth in students in the program, that will signal the additional hires. Provide plans and resources to secure qualified staff, as needed.

SECTION VI: PROGRAM EVALUATION

Program Assessment

Describe program academic and professional goals. Identify program performance goals. Describe the system of assessment to be used to evaluate program success in meeting performance goals.

Student Standards of Performance

List the program learning outcomes including standards, competencies, and marketable skills students will have achieved at the time of graduation. How will student attainment of program learning outcomes be assessed/evaluated? How will student attainment of professional competencies be assessed/evaluated?

SECTION VII: PROJECTED PROGRAM ENROLLMENTS & FINANCE

Three Year Projection Student Participation

Provide projected enrollment and information on related operating expenses and funding sources. Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty and staff as described in the faculty section of this proposal. Project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.

NOTE: Highlighting blue cells in the table below and pressing f9 on your keyboard will auto calculate the cell's value.

Three Year Projection: Program Participation and Department Budget						
	Year Preceding Implementation	New Program				
		Year 1	Year 2	Year 3	Year 4	Year 5
Student Data						
# Majors in Department						
# Majors in Proposed Program						
# Graduates from Department						
# Graduates in New Program						
Department Financial Data						
<i>Project additional expenses associated with offering new program. Account for new hires as stated in "Current and New Department Faculty / Staff" table.</i>	Department Budget					
	Year Preceding Implementation	Year 1	Year 2	Year 3		
	(base budget)	Addition to base budget for new program(s)				
EXPENSES - nature of additional costs required for proposed program(s)						
<i>List salary and benefits for additional faculty and staff each year the positions will be filled. Ex: if hiring faculty in year 2, include expense in years 2 and 3. List one-time operating expenses only in the one year.</i>						
Personnel (1)	\$2	3	3	4		
Operating Expense (2)	1	2	3	4		
Space Needs and Utilization	1	2	3	4		
Other	3	2	3	4		
TOTAL Program Expenses		\$ 9.00	\$ 12.00	\$ 16.00		
TOTAL EXPENSES	\$ 7.00	\$ 9.00	\$ 12.00	\$ 16.00		
FUNDING - source of funding to cover additional costs generated by proposed program(s)						
<i>Describe internal reallocation using "Existing Funding Source Narrative" following this table. Describe new sources of funding using "New Revenue Narrative" on the following page.</i>						
Internal Reallocation	4	3	2	1		
Appropriation	4	3	2	1		
Special Legislative Appropriation	4	3	2	1		
Grants and Contracts	4	3	2	1		
Special Fees	4	3	2	1		
Tuition	4	3	2	1		
Differential Tuition (3)	4	3	2	1		
PROPOSED PROG FUNDING		\$ 21.00	\$ 14.00	\$ 7.00		
TOTAL DEPT FUNDING	\$ 28.00	\$ 21.00	\$ 14.00	\$ 7.00		
DIFFERENCE						
Funding - Expense	\$ 21.00	\$ 13.00	\$ 2.00	(\$ 9.00)		

(1) faculty and staff salary and benefits

(2) equipment, travel, resources

(3) requires UBHE approval

Expense Narrative

Describe expenses associated specifically with the proposed program. Please indicate in which year(s) new faculty and staff hires for the program will occur.

Existing Funding Sources Narrative

Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.

New Revenue Narrative

Describe new funding sources and plans to acquire the funds. Does the institution anticipate assessing students course-fees or program-based fees?

SECTION VIII: ADDITIONAL DOCUMENTATION

Feedback and discussion

Add a comment in the discussion of this proposal:

Provide draft articulation agreement for transfer associate degrees and/or additional documentation such as letters of support from advisory groups, employers, or published studies as separate documents. Please include institution acronym and name of proposed program in the title of the document.