

# New Degree Program Proposal Form



A New Program Proposal can be submitted once a Letter of Intent has been approved by the Arkansas Higher Education Coordinating Board. Program Proposals must be received by ADHE by the established deadlines. After ADHE reviews a submitted proposal, a member of ADHE Executive Staff will present a recommendation for approval at the next AHECB meeting. An institution's Provost/Chief Academic Officer, or their representative, is required to be in attendance to answer questions and/or present information.

When completing this form, please use font color black. Make all attempts to preserve document formatting. If you choose to create a separate document, please use the same outline structure as below.

**1. INSTITUTION NAME: University of Arkansas**

**2. PROPOSED PROGRAM TITLE:**

**3. REQUESTED CIP CODE:**

*Link for CIP Codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>*

**4. PROPOSED START DATE:**

**5. PROPOSED ACADEMIC PROGRAM REVIEW DATE:**

*Program review date must be within 10 years of program start date.*

**6. PRIOR APPROVALS**

- a. Provide the date that the Board of Trustees approved (or will consider) the proposed program.
  
- b. Provide a copy of the Board of Trustees meeting agenda that lists the proposed program, and written documentation of program/unit approval by the Board of Trustees prior to the Coordinating Board meeting that the proposal will be considered.
  
- c. Provide documentation of program review/approval by any required, external agency/board/program accreditors such as education, nursing-initial approval required, health professions, counseling, etc.
  
- d. Provide the date that the institutional curriculum committee approved the proposed program.

## 7. PROGRAM SUMMARY

*Consider writing your program summary after you have completed this document. This summary will be used to present your program to the Higher Education Coordinating Board. It should include foundational information and aspects you would like to highlight.*

Elements that make a thorough summary include:

- A description of the academic program.
  - Explain how new program supports the institutional mission and promotes strategic initiatives.
  - Describe the capability of college/department to deliver the new program with high quality.
  - Sustainability of program on a long-term basis.
  - Are the characteristics of the new program distinctive from similar programs offered by the competition?
  - General statement on student outcomes.
  - General statement on market outlook.
  - General recruitment/enrollment goals.
  - General statement on both operating and capital resource requirements.
  - General statement on economic benefit to community & region.
  - Identify where the program will be administratively housed.
- a. Provide a general description of the proposed program.
- b. List degree programs or emphasis areas currently offered at the institution that support the proposed program.

## 8. PROGRAM NEED

*Institutions should include as many of the following elements as possible to demonstrate the need for a proposed program. Since need may be defined differently based on several factors, it is the responsibility of the institution to prove/justify need. Focus should be primarily on local and state needs and less on regional and national needs, unless applicable to the program.*

- a. Based on the Workforce Analysis provided by ADHE, summarize program need in terms of corporate demand, current job availability, and employment/wage projections.
- b. Submit a summary of an Employer Needs Survey. Survey and summary templates are available [here](#). The summary should include information on the following:
- Corporate demand
  - Current job availability
  - Employment and wage projections
  - Names and types of organizations or businesses surveyed
  - Survey data can be obtained by telephone, letters of interest, student inquiry, etc.

- c. Describe what workforce need the proposed program will address and how the institution became aware of this need.
  
- d. Describe any established employer partnerships and explain how the employer will support the proposed program such as tuition assistance, capital investments, or other enrollment incentives.
  
- e. If applicable, provide evidence regarding student interest and demand.
  
- f. Submit letters of support. Letters should address the following when relevant:
  - Local, economic impact
  - Number of current/anticipated job vacancies
  - Whether the degree is desired or required for advancement
  - The increase in projected wages based on additional education, etc.

**9. PROGRAM ADVISORY COMMITTEE**

Provide information on the program advisory committee. Include the following:

- Number of members
- Professional background of members
- Topics to be considered by the members
- Meeting schedule (annual, bi-annual, quarterly)
- Institutional representative

**10. ENROLLMENT AND GRADUATION PROJECTIONS**

In the table below, provide program enrollment and graduation projections for the next five academic years. Should this proposal contain more than one credential, complete a table for each award type. Projections need to be realistic and attainable based on workforce need/demand.

Academic Year	Projected Enrollment	Projected Graduates

## 11. CURRICULUM

- a. Provide a curriculum outline **and** an 8-semester degree plan. The outline should include:
  - Course numbers and course titles.
  - New courses should be italicized, and course descriptions provided.
  - Identify whether each course is a required general education course, a core course, a major course, an elective course, etc.
  - Identify which courses are currently or will be offered by distance technology
  - If applicable, indicate the number of contact hours for internship/clinical courses.
  - If applicable, include information received from potential employers about course content.
  - Total number of semester credit hours required for the program, including prerequisite courses.
- b. Describe specified program-level learning outcomes.
- c. State the program admission and graduation requirements. Indicate if any licensure/certification is a requirement for either program admission or graduation.
- d. Describe or provide a link to the institution's assessment process. If the proposed program will be assessed in a manner other than described, indicate the adapted assessment measures.

## 12. FACULTY

- a. Provide the names and credentials of all faculty teaching courses for the proposed program. Include the following:
  - Degree level, degree field, and college/university awarding the degree.
  - Courses program faculty are currently teaching and/or will teach.
  - Indicate lead faculty member or program coordinator for the proposed program.
  - For associate degrees and above, a minimum of one full-time faculty member with appropriate academic credentials is required.
- b. Total number of faculty required for program implementation, including:
  - the number of existing faculty
  - the number of **new** faculty needed. For new faculty, provide the expected credentials/experience and expected hire date.
  - If applicable, provide the projected number of graduate assistants and/or research assistants.

**13. RESOURCES**

- a. Briefly describe the current library resources relevant to students enrolled in the proposed program.
  
- b. Describe current instructional facilities (classrooms/laboratories), equipment, and technology to be used by students enrolled in the proposed program.

**14. PROGRAM EXPENDITURES**

- a. Provide a summary of personnel expenses for the first 3 years. Include the following:
  - New administrative costs, including the number and title of new administrators.
  - Number of new faculty (full-time and part-time) and costs.
  - Number of new graduate or research assistants and costs.
  - Faculty development and cost.
  
- b. Provide a summary of resource and equipment expenses for the first 3 years. Include the following:
  - New library resources and costs.
  - New instructional equipment/resources and costs and acquisition plan.
  - New research equipment/resources and costs and acquisition plan.
  - Distance delivery costs, if applicable.
  
- c. Provide a summary of facility expenses for the first 3 years including new or renovated facilities and costs.
  
- d. Other new expenses (i.e., program accreditation, affiliations, etc.).
  
- e. If no new expenses are required for program implementation, provide an explanation.

**15. PROGRAM FUNDING**

- a. Based on the previously stated projected annual student enrollment, provide the amount of student tuition per credit hour and the total amount of tuition and fee revenue generated by the proposed program for the first 3 years of operation.

- b. Provide information regarding grants received by the institution to support the proposed program. List the name, source, amount, and timeframe for each grant.
- c. If a reallocation of funds will occur, indicate from which department, program, etc.
- d. Other funding sources (donations, employers, special tuition rates, mandatory technology fees, program specific fees, etc.)

## 16. PROGRAM DUPLICATION

Based on the list of similar programs included in the Workforce Analysis provided by ADHE, provide rational or justification for program duplication.

- a. If proposed program is offered at other institutions in Arkansas or region, indicate:
  - Need for an additional program
  - How the proposed program differs from existing, similar programs such as modality, target population, cost, curriculum focus, etc.
- b. If a similar program was used as a model for the proposed program, indicate the institution and program name.
- c. Provide a copy of the e-mail notification sent to all Arkansas public institutions notifying them of the proposed program. Please inform institutions not to send the response to “**Reply All**”.

ADHE Academic Affairs staff ([academic.affairs@adhe.edu](mailto:academic.affairs@adhe.edu)) should be copied on all correspondence between institutions regarding any objections or concerns of the proposed program. If the objection/concern(s) cannot be resolved, ADHE may intervene.

*Note: A written institutional objection/concern(s) to the proposed program/unit may delay Arkansas Higher Education Coordinating Board (AHECB) consideration of the proposal until the next quarterly AHECB meeting.*

## 17. ORGANIZATIONAL CHART

Provide an organizational chart indicating the college or department where the proposed program will be housed.

**18. SPECIALIZED ACCREDITATIONS**

If specialized accreditation is required for the proposed program, provide the following:

- the name of accrediting agency
- accreditation timeline

**19. INSTITUTIONAL AGREEMENTS/MEMORANDUM OF UNDERSTANDING (MOU)**

If 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.

**20. INSTRUCTION BY DISTANCE TECHNOLOGY**

- a. If the proposed program will be offered by distance technology, summarize or provide documentation showing the institution has developed adequate and appropriate technology policies and procedures, infrastructure, security measures, services, and support for distance education. Links to existing policies are acceptable.
- b. Provide a list of services that will be outsourced to other organizations (course materials, course management and delivery, technical services, online payment, student privacy, etc.).

**21. CONTACT INFORMATION**

- a. Provost/Chief Academic Officer: Dr. Indrajeet Chaubey  
Title: Provost and Executive Vice Chancellor for Academic Affairs  
E-mail Address: [chaubey@uark.edu](mailto:chaubey@uark.edu)  
Phone Number: (479) 575-2151
- b. Contact Person: Dr. Jim Gigantino  
Title: Senior Vice Provost for Academic Affairs  
E-mail Address: [jgiganti@uark.edu](mailto:jgiganti@uark.edu)  
Phone Number: (479) 575-2151
- b. Program Contact Person:  
Title:  
E-mail Address:  
Phone Number:

**Additional information may be requested by ADHE Academic Affairs staff.**