

ACADEMIC AFFAIRS POLICY 2.05 [Revised Sept 2011] **GUIDELINES FOR THE PROPOSAL OF A NEW ACADEMIC PROGRAM**

General Information

1. A separate proposal must be prepared for each projected program.
2. Neither a new program or elimination or revision of an existing program can be publicized or implemented prior to approval by the Board of Regents. A new program is defined as a new major which leads to a certificate or a degree at a level or in a field not heretofore offered by the institution. A new program may involve the addition of courses to an existing degree program or it may consist entirely of existing courses packaged in a manner which constitutes a new major. Institutions should discuss planned curricular revisions with the Academic Affairs staff to determine the appropriate Guidelines and procedures to use in requesting Board of Regents Approval.
3. Proposals must be approved by the institution's management board before submission to the Board of Regents.
4. A Proposal may be submitted only after the Letter of Intent has been approved by the Board of Regents. Per Academic Affairs Policy 2.04, Letters of Intent are required for each baccalaureate, master's specialist, and doctoral program. A Letter of Intent is valid for one year after approval by the Board of Regents. After a year, a new Letter of Intent must be submitted.
5. A Proposal must contain adequate information.
6. A request for a program (Letter of Intent or Proposal) that was disapproved cannot be resubmitted for one calendar year after the request was denied by the Board of Regents.
7. Factors that will be considered in assessing a proposed academic program include, but are not limited to the following:
 - a. Relevance to the existing role, scope and mission of the institution;
 - b. Contribution to the wellbeing of the state, region, or academy;
 - c. Program duplication (existing/related programs at other institutions);
 - d. Mandates of any legal settlement currently in force; and
 - e. Institutional commitment to appropriately fund proposed program.

Proposal Format

1. Description

- a. Title, degree/certificate level, description, and objectives of the proposed program.
- b. List and describe the program curriculum (i.e., required courses), in sequence or term by term. Indicate new courses by an asterisk (*). Include any special requirements (internships, comprehensive examination, thesis, dissertation, etc.).
- c. Describe how the proposed program will be offered, e.g., traditionally, online, via interactive video, hybrid, etc. Discuss possibilities for a cooperative program, cross-enrollment options, or other manners of sharing/extending resources and access.
- d. Furnish documentation of the approval of the proposed program by the institution's Governing Board.

2. Need

- a. Describe how the proposed program fits within the institution's existing role, scope and mission.
- b. Has the proposed program, or a similar one, been offered at the institution previously? (If yes, give reasons for the termination of the earlier program.)
- c. List similar programs offered at other institutions (public and private) in Louisiana. If a graduate program is requested, indicate similar programs in neighboring states.
- d. If similar programs exist in Louisiana, why is an additional program needed? Indicate manpower needs, including interest on the part of industry, academia, governmental agencies, or other institutions.
- e. If a graduate program is requested, indicate:
 - i. State, regional, and national need in the field for more graduates. Cite any pertinent studies or national and state trends.
 - ii. Are there possibilities for cooperative programs?
- f. If this program is approved, will its approval result in the termination of phasing out of existing programs? That is, could this program be considered a replacement program?
- g. Describe how the proposed program will further the mission of the institution and support initiatives identified in the Board of Regents' Master Plan for Public Postsecondary Education in Louisiana: 2011.

3. Students

- a. Project the enrollment and estimate the number of graduates expected for the proposed program for the first five years by level of student and with a justification for the projections.
- b. Indicate the source of students from existing programs or students who might not otherwise be attracted to the institution.
- c. What preparation will be necessary for student to enter the program?
- d. Provide enrollment data for closely related programs currently offered at the institution. If the proposed program is an expansion of an existing program, give the past four years' enrollments in existing programs by level, and number of degrees granted.
- e. If a graduate program is requested, indicate sources of financial support for students.

4. Faculty

- a. List the present faculty members who will be most directly involved in the proposed program. Indicate for each faculty member: name; date of appointment; present rank; degrees (by field) and the institutions granting them; present credits, contact hours, and student credit hours produced; and other assignments.
- b. Calculate the present student-faculty ratio in the subject matter field or department in which the proposed program will be offered. The basis for this calculation should be full-time equivalent students and faculty and should be computed based on all students taught rather than the student majors or other related groupings.
- c. Project the number of new faculty members needed to initiate the proposed program for each of the first five years. If the proposed program will be absorbed in whole or part by present faculty, explain how this will be done.
- d. Explain if recruiting new faculty members will require an unusual outlay of funds or unique techniques. For example, will a special chair of instruction be required to attract a nationally recognized person?

- e. Describe involvement of faculty, present and projected, in research, extension and other activities and the relationship of these activities to the teaching load.
- f. If a graduate program is requested, indicate:
 - i. For present faculty, areas of specialized competence related to the new program. (List publications and their nature as well as direction of theses and dissertations.)
 - ii. For proposed new faculty, qualifications and/or strengths needed.

5. Library and Other Special Resources

- a. Are present library holdings in related fields adequate to initiate the proposed program?
- b. Will the library holdings need to be expanded and improved to meet program needs of the program in the first five years? If so, what types will be needed: books, periodicals, reference books, primary source materials, etc.?
- c. Do other institutions have library resources being used or available to faculty and students for the proposed program?
- d. Indicate or estimate total expenditure for the last two completed fiscal years in library acquisitions for the subject matter fields or departments in which the proposed program will be offered, or which are related to it.
- e. Project library expenditures needed for the first five years of the proposed program.
- f. What additional special resources, other than library holdings, will be needed?
- g. If a graduate program is requested, indicate:
 - i. Special library resources needed to offer a program of quality.
 - ii. How do library resources deemed desirable compare to other institutions with similar programs that are high quality? Cite specific comparisons of other institutions.

6. Facilities and Equipment

- a. Describe existing facilities (classrooms, laboratories, offices, etc.) available for the proposed program.
- b. Describe present utilization of these facilities where facilities are assigned to the department.
- c. Indicate the need for new facilities, such as special buildings, laboratories, minor construction, remodeling, and fixed equipment. If special facilities and equipment will be needed, estimate cost and indicate proposed sources for financing.

7. Administration

- a. In what department, division, school, college, or other designation will the proposed program be administered? Explain if the program is interdisciplinary and/or inter-departmental.
- b. Indicate if the proposed program will affect the present administrative structure of the institution.
- c. Describe any special departmental strengths and/or weaknesses and how the proposed program will affect them.

8. Accreditation

- a. Is the program eligible to be accredited? If so, give the name(s) of the accrediting agency(ies), requirements for accreditation, and how the criteria will be achieved.
- b. Delineate the initial costs of accreditation and subsequent annual cost.

- c. If a doctoral program is requested, describe the use of consultants in developing the proposed program and include a copy of their report as an appendix to the proposal. The use of consultants to assist in the development of such proposal is highly recommended, if not imperative.

9. Related Fields

- a. Indicate subject matter fields at the institution which are related to, or will support, the proposed program.
- b. Evaluate the supporting fields and indicate if they need improvement. If so, indicate the extent of improvement needed and cost.

10. Costs

- a. Estimate costs of the proposed program for the first four years. Indicate any amounts to be absorbed out of current sources of revenue and needs for additional appropriations (if any). Indicate if federal or other sources of funds are available. Are there prospects for increased income from students recruited specifically to this program who otherwise would not have enrolled?
- b. Indicate departmental costs:
 - i. Show departmental operating expenditures for the last two completed fiscal years for departments involved in or related to the proposed program.
 - ii. How will the proposed program affect the allocation of these funds?
- c. Indicate if additional funds for research will be needed to support the proposed program.
- d. Provide estimates of additional cost on the attached form.