LA Board of Regents
NOTES for PROGRAM PROPOSALS (AA Policy 2.05)
(This page is for your information.
Please do not include this page with your proposal.)

Neither a new program nor elimination/major revision of an existing program can be publicized or implemented prior to approval by the Board of Regents. A new program is a new Major which leads to a certificate or degree at a level or in a field not heretofore offered by the institution. It may involve the addition of courses to an existing degree program (e.g., expansion of a concentration or minor), or it may consist entirely of existing courses packaged in a manner which constitutes a new major. Upon approval, it will be added to the Curriculum Inventory (CRIN)

To expedite review, institutions are urged to discuss planned curricular additions with Academic Affairs staff *prior* to completion of a Letter of Intent or program proposal.

PROPOSAL CONTENT

DESCRIPTION should include the <u>purpose</u> of the program as well as the <u>curriculum</u> plus any prerequisite courses. Identify any incremental credentials that might be incorporated within the curriculum, concentrations, and/or approved electives. A reader should be able to describe what the program will accomplish for the completer and how it will do it.

NEED/RELEVANCE is the argument for program approval. Address duplication or similarities with existing programs elsewhere, and explain why the proposed program is different and/or necessary.

STUDENTS should include a justification for projected enrollments and completers. If the new program is the expansion of an existing, successful concentration or minor, provide the existing curriculum and recent enrollment/completer data.

FACULTY should demonstrate preparation or a plan to offer the program, explaining how the program would be offered, whether/how existing faculty can absorb the new courses and students, and expected sources of additional faculty that would be needed.

LIBRARY, SPECIAL RESOURCES, FACILITIES & EQUIPMENT describe what will be needed and how & when the institution will acquire it. Costs for additional resources should be reflected in the budget.

ADMINISTRATION includes new directors and anticipated timing of the administrative additions or changes.

ACCREDITATION should address any impact on and plans to protect the institutions status with SACSCOC as well as any relevant program requirements or recommendations in AcAf 2.13. If the institution will seek new or expanded accreditation, include an anticipated schedule of actions to be taken.

RELATED FIELDS summarizes how the proposed program 'fits into' the institution's existing offerings and strengths.

COSTS & REVENUE (BUDGET) should include new/additional costs referenced in the preceding text to show what new commitments the program would bring to the institution and how they would be covered.

Factors that will be considered in assessing a proposed 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. Institutional commitment to appropriately fund proposed program.

Louisiana Board of Regents
AA 2.05: REQUEST FOR AUTHORITY TO OFFER A NEW DEGREE PROGRAM*
-- Including incremental credentials building up to the Degree --

* Prior to final action by the Board of Regents, no institution may initiate or publicize a new program.*

Date:

Institution:	Requested CIP, Designation, Subject/Title:
Contact Person & Contact Info:	
Date BoR approved the Letter of Intent:	
Date Governing Board approved this Proposal:	
Planned Semester/Term & Year to Begin Offering Program:	
Program Delivery Site (s):	

1. Program Description

Describe the program concept: (a) purpose and objectives; and (b) list learning outcomes for the proposed program, i.e., what students are expected to know and be able to do upon completion of the program. Be as specific as possible.

Map out the proposed curriculum, including course credits and contact hours (if applicable). Identify any incremental credentials and/or concentrations within the degree. Indicate which courses will be new. Describe plan for developing and offering new courses as well as any special program requirements (e.g., internships, comprehensive exam, thesis, etc.).

Identify any embedded Industry-Based Certifications (IBCs). Describe process for student to earn/receive the IBC.

Program Delivery (Courses): To what extent must a student come to the campus to complete this program, including orientation or any face-to-face meetings?

☐ On-site (>50% delivered face-to-face)	☐ Hybrid (51%-99% online)	☐ Online (100% online)
☐ Day courses offered	☐ Evening courses offered	☐ Weekend courses offered

2. Need

How is this program essential for the wellbeing of the state, region, or academy (e.g., how is it relevant, how does it contribute to economic development or relate to current/evolving needs).

LOUISIANA WORKFORCE COMMISSION STAR LEVEL (http://www.laworks.net/Stars/)

☐ 5 Stars	☐ 4 Stars	☐ 3 Stars	☐ 2 Stars	☐ 1 Star

Describe how the program will further the mission of the institution.

Identify similar programs in the State and explain why the proposed one is needed: present an argument for a new or additional program of this type and how it will be distinct from existing offerings.

If approved, will the program result in the termination or phasing out of existing programs? Explain.

<u>If a Graduate program</u>, cite any pertinent studies or national/state trends indicating need for more graduates in the field. Address possibilities for cooperative programs or collaboration with other institution(s).

3. Students

Describe evidence of student interest. Project the source of students (e.g., from existing programs, or prospects of students being recruited specifically for this program who might not otherwise be attracted to the institution).

Project enrollment and productivity for the first 5 years, and explain/justify the projections.

List and describe resources that are available to support student success.

What preparation will be necessary for students to enter the program?

<u>If a Graduate program</u>, indicate & discuss sources of financial support for students in the program.

4. Faculty

List present faculty members who will be most directly involved in the proposed program: name, present rank; relevant degree; courses taught; other assignments.

Project the number of <u>new</u> faculty members needed to initiate the program for each of the first five years. If it will be absorbed in whole or part by current faculty, explain how this will be done. Explain any special needs.

Describe involvement of faculty – present and projected – in research, extension, and other activities and the relationship of these activities to teaching load. For proposed new faculty, describe qualifications and/or strengths needed.

5. Library and Other Special Resources

To initiate the program and maintain the program in the first five years what library holdings or resources will be necessary? How do journal, database, monograph, datasets, and other audiovisual materials compare to peer institutions' holdings with similar/related programs?

What additional resources will be needed?

Are there any open educational resources (OER), including open textbooks, available to use as required course materials for this program? If so, which courses could these materials support, and what is the anticipated savings to students?

6. Facilities and Equipment

Describe *existing* facilities (classrooms, labs, offices, etc.) available for the program and their present utilization.

Describe the need for new facilities (e.g., special buildings, labs, remodeling, construction, equipment), and estimate the cost, proposed sources of funding, and estimated availability for program delivery.

7. Administration

In what administrative entity (department/school/college) will the proposed program be housed? How will the new program affect the present administrative structure of the institution?

Describe departmental strengths and/or weaknesses and how the proposed program will affect them.

8. Accreditation

Describe plan for achieving *program* accreditation, including: name of accrediting agency, basic requirements for accreditation, how the criteria will be achieved, and projected accreditation date.

If a graduate program, describe the use of consultants in developing the proposal, and include a copy of the consultant's report as an appendix.

9. Related Fields

Indicate subject matter fields at the institution which are related to, or will support, the proposed program; describe the relationship.

10. Cost & Revenue

Summarize additional costs to offer the program, e.g., additional funds for research needed to support the program; additional faculty, administrative support, and/or travel; student support. How will the program affect the allocation of departmental funds?

*On the separate budget form, estimate *new* costs and revenues for the projected program for the first four years, indicating need for additional appropriations or investment by the institution.

Outside of revenue from tuition & fees, explain and justify any additional anticipated sources of funds, e.g., grants (in hand, promised, or in competition), institutional funds, etc.

CERTIFICATIONS: _____   _____
                       Primary Administrator for Proposed Program   Date

                       _____   _____
                       Provost/Chief Academic Officer   Date

                       _____   _____
                       Management Board/System Office   Date

SUMMARY OF ESTIMATED ADDITIONAL COSTS/INCOME FOR PROPOSED PROGRAM

Institution:_____   **Date:** _____

Degree Program, Unit: _____

FTE = Full Time Equivalent (use the institution's standard definition and provide that definition).

EXPENDITURES								
INDICATE ACADEMIC YEAR:	**FIRST**		**SECOND**		**THIRD**		**FOURTH**	
	AMOUNT	**FTE**	**Amount**	**FTE**	**AMOUNT**	**FTE**	**AMOUNT**	**FTE**
Faculty	$		$		$		$	
Graduate Assistants								
Support Personnel								
Fellowships and Scholarships								
SUB-TOTAL	$		$		$		$	
	AMOUNT		**AMOUNT**		**AMOUNT**		**AMOUNT**	
Facilities	$		$		$		$	
Equipment/Library Resources								
Travel								
Supplies								
SUB-TOTAL	$		$		$		$	
TOTAL EXPENSES	$		$		$		$	
REVENUES								
Revenue Anticipated From:	**AMOUNT**		**AMOUNT**		**AMOUNT**		**AMOUNT**	
*State Appropriations	$		$		$		$	
*Federal Grants/Contracts								
*State Grants/Contracts								
*Private Grants/Contracts								
Expected Enrollment								
Tuition								
Fees								
*Other (specify)								
TOTAL REVENUES	$		$		$		$	

*** Describe/explain expected sources of funds in proposal text.***