

PRE-PROPOSAL FOR NEW ACADEMIC PROGRAM

Institution Submitting Proposal

Program Type

Title of Proposed Degree Program

Degree Level

EEO Status _____

CIP Code _____

Academic Unit (e.g. Department, Division, School) _____

Name of Academic Unit _____

Name of Program Director _____

Date of pre-proposal _____

End of review period _____

Intended Date of Implementation _____

Name, Title and Information of Contact Person _____

Is this program a pre-baccalaureate certificate or diploma program? Y___ N___

- If YES, is the program Technical/Occupational/Vocational
- Please provide documentation that this program was approved by the KCTCS Board of Regents\

Date of CPE Approval _____

A. Centrality to the Institution's Mission and Consistency with State's Goals

1. Provide a brief description of the program.
 - a. Does this program have any specializations? Y or N If yes, add specialization name, add specialization description.
2. What are the objectives of the proposed program?
3. Explain how the objectives support the institutional mission and strategic priorities, and the statewide postsecondary education strategic agenda.
4. Is an approval letter from Education Professional Standards Board (EPSB) required?
 - a. If yes, attach the approval letter from EPSB.

B. Program Quality and Student Success

1. What are the intended student learning outcomes of the proposed program?
2. How will the program support or be supported by other programs within the institution?
3. Will this program replace or enhance any existing program(s) or tracks, concentrations, or specializations within an existing program?
 - a. If yes, please specify.
4. Will this be a 100% distance learning program?
5. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)?
 - a. If yes, please check all that apply).
 - Distance learning (*majority of the instruction occurs when the student and faculty are not in the same place*)
 - Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web?
 - Technology-enhanced instruction
 - Evening/weekend/early morning classes
 - Accelerated courses (*courses that can be complete in less than a traditional semester*)
 - Instruction at nontraditional locations, such as employer worksite
 - Courses with multiple entry, exit, and reentry points
 - Courses with "rolling" entrance and completion times, based on self-pacing
 - Modularized courses (*standalone segments or components of a parent course for which content has been determined and credit assigned. The sum of the constituent modules is equal to the credit of the parent course. Credit is awarded upon successful completion of all modules comprising the parent course.*)
6. Are new or additional faculty needed?
 - a. If yes, please provide a plan to ensure that appropriate faculty resources are available, either within the institution or externally, to support the program.
 - b. Note whether they will be full-time or part-time.

7. Curriculum

- a. Explain how the curriculum achieves the program-level student learning outcomes by describing the relationship between the overall curriculum or the major curricular components and the program objectives.
- b. Please upload the curriculum including full course names and course descriptions (see appendix A for curriculum table template).

C. Program Demand/Unnecessary Duplication

1. Provide justification and evidence to support the need and demand for this proposed program. Include any data on student demand; career opportunities at the regional, state, and national levels; and any changes or trends in the discipline that necessitate a new program.
 - a. Student Demand (*explain how faculty and staff systematically gathered data, studied the data and estimated student demand for the program. Anecdotal evidence is not sufficient.*)
 - b. Career Opportunities
 - c. Change in Discipline (*If the program is being proposed to meet changes in the academic discipline, please outline those changes and explain why they necessitate development of a new program.*)
2. Specify any distinctive qualities of the program.
3. If similar programs exist (*the systems will populate a table based on CIP code*),
 - a. Does the proposed program differ from existing programs in terms of curriculum, focus, objectives, etc.? If yes, please explain.
 - b. Does the proposed program serve a different student population (i.e., students in a different geographic area, non-traditional students) from existing programs? If yes, please explain.
 - c. Is access to existing programs limited? If yes, please explain.
 - d. Is there excess demand for existing similar programs? If yes, please explain.
4. Describe how the proposed program will articulate with related programs in the state. It should describe the extent to which students transfer has been explored and coordinated with other institutions. Attach all draft articulation agreements.

D. Advanced Practice Doctorates

1. Does the curriculum include a clinical or experiential component?
 - a. If yes, list and discuss the nature and appropriateness of available clinical sites.
 - i. Does your institution have official agreements with clinical sites?
 - ii. Supply letters of commitment from each clinical site that specifies the number of students to be accommodated and identifies other academic programs that also use the facilities.
2. Describe how the doctorate builds upon the reputation and resources of the existing master's degree program in the field.

3. Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.
4. Explain the impact of the proposed program on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed, or if any courses will be cut.
5. Provide evidence that funding for the program will not impair funding of any existing program at any other public university. Upload a letter from each institution with a similar program stating that the proposed program will not negatively impact the existing program.

E. Cost and Funding of the Proposed Program

1. Estimate the level of new and existing resources that will be required to implement and sustain the program using the spreadsheet below (*if amount other than \$0, an explanation/justification required*).

See Excel spreadsheet (Revenue and Expenses Worksheet are required)

F. Program Assessment

1. Describe how each program-level student learning outcome will be assessed and how assessment results will be used for improving the program. (*Explain which student learning outcome(s) will be assessed by each assessment method and how frequently each assessment method is administered. Include both direct and indirect methods. Explain how assessment results will be used to make improvements to the program. Note that this item refers to program-level, not course-level, assessment and thus course grades are not an appropriate source of data for program –level assessment*).

Western Kentucky University
Curriculum for the xxx program, xx degree

Program Description:

Degree Program Core Courses (xx Credit Hours)				
Prefix & Number	Course Title	Course Description	Credit Hours	New (Yes or Not)

Concentration: xxx

Required Courses in Concentration (x credit hours)				
Prefix & Number	Course Title	Course Description	Credit Hours	New (Yes or No)
Elective Courses (xx credit hours)				
Prefix & Number	Course Title	Course Description	Credit Hours	New (Yes or No)

Concentration: xxx

Required Courses in Concentration (x credit hours)				
Prefix & Number	Course Title	Course Description	Credit Hours	New (Yes or No)
Elective Courses (xx credit hours)				
Prefix & Number	Course Title	Course Description	Credit Hours	New (Yes or No)

A. Funding Sources, by year of program					
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Total Resources Available from Federal Sources New Existing					
Narrative Explanation/Justification: <i>Note the sources of grants, earmarks, etc.</i>					
Total Resources Available from Other Non-State Sources New Existing					
Narrative Explanation/Justification: <i>Note the philanthropies, foundations, individual donors, etc.</i>					
State Resources New Existing					
Narrative Explanation/Justification: <i>Note general fund revenue, grants, pass-thru funds, etc.</i>					
Internal Allocation					
Internal Reallocation					
Narrative Explanation/Justification: <i>The source and process of allocation/reallocation should be explained, including an analysis of the impact of the reduction on existing programs and/or organizational units.</i>					
Student Tuition New Existing					
Narrative Explanation/Justification: <i>Describe how student tuition figures were calculated (e.g., X students per semester multiplied by tuition rate, plus fees.</i>					
TOTAL	0	0	0	0	0