REQUEST FOR NEW <u>UNDERGRADUATE</u> PROGRAM

The fields allowing limited numbers of words are part of the CPE's pre-proposal form. The fields identified with "Full Answer" require a more complete answer than the information given in the character-delimited fields.

ALL FIELDS ARE REQUIRED. IF "NOT APPLICABLE," PLEASE MARK WITH "NA."

I. Program Background/Need:

A	Have you contacted the Director of Institutional Effectiveness (IE)?
	Yes ☐ Date of contact:
	No ☐ (Contact the Director of IE prior to filling out the remainder of this form.)
B	Degree Title: (BA, BS, etc.)
C	College: Department:
D	Major Title: (Linguistics, Musical Theory, Rehabilitation Sciences, etc.)
E	Does the program allow for multiple concentrations/tracks? Yes ☐ No ☐
	If yes, please name and describe: (20 word limit, each)
Full answer:	
F	Does the program have a specialty field(s) within concentrations/tracks? Yes ☐ No ☐
	If yes, please name and describe. (20 word limit, each)
Full answer:	
G.	Requested effective date: ☐ Semester following approval. OR ☐ Specific Date[1]:
H	CIP Code (supplied by Director of IE)
I	Is the proposed new program subject to an accrediting agency? Yes ☐ No ☐
	If "yes," please list the name :
J	Name of the individual is taking charge of submission of the proposal and overseeing completion:
	Name: Email: Phone:
K	Provide a brief description of the program (130 word limit):
Full answer:	
L	What are the objectives of the program? (Program objectives deal with the specific institutional / societal needs that the program will address, not the student learning outcomes.) (100 word limit)
Full answer:	

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[1] Programs are typically made effective for the semester following approval. No program will be made effective unless all approvals, up through and including Board of Trustees approval, are received.

M	Explain how the program objectives above support at least two aspects of <u>UK's Strategic Plan</u>, the <u>CPE Strategic Agenda</u>, and/or the <u>statewide performance scorecard</u>. (Click on each link for more information.) <mark>NOTE TO SELF – THESE LINKS ARE DATE-DELIMITED!!!</mark>
N	If an approval letter from an Education Professional Standards Board (EPSB) is required, please check the box below and <mark>attach</mark> the letter to this form. ☐ (For example, any program leading to teacher, principal, or superintendent certification, rank change, etc.)
O	What are the intended student learning outcomes of the proposed program? (100 word limit) • Address one or more of the five areas of learning – broad, integrative knowledge; specialized knowledge; intellectual skills; applied learning; and civic learning. • Explain how the degree demonstrates a level of learning appropriate for the degree level
Full answer:	
P	Explain how SLOs are deployed across the curriculum, e.g., provide a curricular map. How will outcomes be assessed? What will be the format and goal of the final project, examination, or thesis? <mark>WHO WANTS THIS?</mark>
Q	How will the program support or be supported by other programs within the institution? (50 word limit) • For example, shared faculty, shared courses, collaborative research, etc.
Full answer:	

R	Is this program intended to replace or enhance any existing program(s), or specializations within an existing program?	Yes ☐	No ☐
	If "Yes," please specify[2]. (100 word limit)		

Full answer:	

S	Initially, what percentage of the proposed program will be offered via distance learning? (check one)		
	0% - 23% ☐	24% - 49% ☐	50% or more ☐

T	Explain on pedagogical grounds the online or e-learning courses usage. Elaborate on how the online alternative is as effective, or more effective, than the traditional mode of presentation. Consider the questions below. • Is the online component synchronous or asynchronous? • Have pedagogically motivated adjustments been made, using the guidelines of Distance Learning Programs? http://www.uky.edu/DistanceLearning/faculty/devBlueprint/CourseDevelopment.html

[2] You must submit a program change form(s) to modify any existing program.

	• Are there hybrid elements? • What is the balance of online and traditional?
U	If *any* percentage of the program will be offered via distance learning, check all that apply, below.
	☐ Distance learning
	☐ Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, email, interactive television, or World Wide Web
	☐ Technology-enhanced instruction
	☐ Evening/weekend/early morning classes
	☐ Accelerated courses
	☐ 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
V	Are new or additional faculty needed? • Please provide a plan to ensure that appropriate faculty resources are available, either within UK or externally, to support the program. • Note whether they will be part-time or full-time faculty.
W	Please explain whether teaching, staff, and student resources are already or will be available. ==WHO WANTS THIS?==
X	Provide justification and evidence to support the need and demand for this proposed program. Include any data on student demand, career opportunities at any level, or any recent trends in the discipline that necessitate a new program. (150 word limit) • This evidence is typically in the form of surveys of potential students and/or enrollments in related programs at the institution. • Anecdotal evidence is not sufficient. The institution must demonstrate that it has systematically gathered data, studied the data, and can reasonably estimate student demand for the program. • Provide evidence of student demand at state and national levels.
Full answer:	
Y	Specify any distinctive qualities of the proposed program. (100 word limit) • Are any faculty nationally or internationally recognized for expertise in this field? • Does this program build on the expertise of an existing locally, nationally or internationally recognized program at your institution? • Are there any specialized research facilities or equipment that are uniquely suited to this program?
Full answer:	
Z	Are you aware of any similar programs already being offered in Kentucky? Yes ☐ No ☐

	If yes, list and explain why this new program is needed in addition to the one(s) currently in existence. (100 word limit) • Does the proposed program differ from existing programs in terms of curriculum, focus, objectives, etc.? • Does the proposed program serve a different student population (i.e., students in a different geographic area, non-traditional students) from existing programs? • Is there more demand for existing similar programs can accommodate?
Full answer:	
AA	List all programs which could be conceived as duplicating the function, or significant part of the function that the new program will perform. Give a rationale for why this is not in fact duplication or is a necessary duplication. WHO WANTS THIS?
BB	Identify both the direct and the indirect methods by which the student learning outcomes will be reviewed and assessed. (100 word limit)
Full answer:	
CC	What is the educational value of the program, including its uniqueness within UK? Supply supporting documentation and demonstrate that there is a progression in rigor and complexity in the courses that make up the program. WHO WANTS THIS?
DD	What is the motivation for the program? How will students benefit from the program, tangibly and intangibly? Give evidence that they will benefit. Who is the target audience? Give reference to context, including equivalents in benchmark institutions. WHO WANTS THIS?
EE	Include a plan of how the program will be assessed – different from assessing Student learning outcomes! How will you determine whether the program is a success or a failure – what are the metrics? What are the tools of assessment? What is the plan of action if the program is not delivering on its goals? WHO WANTS THIS?
FF	Identify stakeholders who may be affected by the program's operation, particularly in the case in which the new program will draw on courses or faculty from another unit. Explain how stakeholder departments will be kept informed of changes to the new program. WHO WANTS THIS?
GG	What are the intended student outcomes? Include ways in which SLOs are deployed across the curriculum, e.g., provide a curricular map. How will outcomes be assessed? What will be the format and goal of the final project, examination, or thesis? WHO WANTS THIS?

HH	Specify the program faculty who are responsible for the delivery, content, assessment, administration and changes to that program. Include the process for adding and deleting program faculty. If the program is interdisciplinary and/or is housed in a college or an administrative unit, the proposed program faculty must be specified by name and the criteria for status as program faculty specified.
II	Identify the proposed director of the new program and term of service, as well as the administrative procedure for selecting the director.

Funding Sources, by Year of Program:

Total Resources Available from Federal Sources	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative/Explanation:				

Total Resources Available from Other Non-State Sources	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative/Explanation:				

State Resources	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative/Explanation:				

Internal	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative/Explanation:				

Student Tuition	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative/Explanation:				

Total Funding Sources	1st Year	2nd Year	3rd Year	4th Year

New				
Existing				
Total Funding Sources:				

Breakdown of Budget Expenses/Requirements:

Staff: Executive, Administrative & Managerial	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				

Faculty	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				

Graduate Assistants (if master's or doctorate)	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				

Student Employees	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Equipment and Instructional Materials	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Library	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Contractual Services	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				

Narrative Explanation/Justification:				

Academic and/or Student Services	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Faculty Development	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Assessment	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Student Space and Equipment (if doctorate)	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Faculty Space and Equipment (if doctorate)	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Other	1st Year	2nd Year	3rd Year	4th Year
New				
Existing				
Narrative Explanation/Justification:				

Total	1st Year	2nd Year	3rd Year	4th Year

REQUEST FOR NEW UNDERGRADUATE PROGRAM

New				
Existing				
Total Budget Expenses/Requirements:				

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II. Curriculum

1. UK Core Curriculum for this Program:

The UK Core curriculum is comprised of the equivalent of 30 credit hours of course work. There are, however, some courses that exceed three credits, which would result in more than 30 credits for some majors.

- There is no foreign language requirement for the UK Core curriculum.
- There is no requirement for General Education Electives.

UK Core Area		Course	Credit Hrs
I. Intellectual Inquiry (one course in each area)			
Arts and Creativity		_____	_____
Humanities		_____	_____
Social Sciences		_____	_____
Natural/Physical/Mathematical		_____	_____
II. Composition and Communication			
Composition and Communication I		CIS or WRD 110	3
Composition and Communication II		CIS or WRD 111	3
III. Quantitative Reasoning (one course in each area)			
Quantitative Foundations[3]		_____	_____
Statistical Inferential Reasoning		_____	_____
IV. Citizenship (one course in each area)			
Community, Culture and Citizenship in the USA		_____	_____
Global Dynamics		_____	_____
Total General Education Hours			_____

2. Explain whether the proposed new program (as described in sections 4 through 12) involve courses offered by another department/program. Routing Signature Log must include approval by faculty of additional department(s).

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[3] Note that MA 109 is NOT approved as a UK Core Quantitative Foundations course. Students in a major requiring calculus will use a calculus course (MA 113, 123, 137 or 138) while students not requiring calculus should take MA 111, PHI 120 or another approved course.

3. How will University Graduation Writing Requirement be satisfied?

☐ Standard University course offering	Please list: _____
☐ Specific course	Please list: _____

4. How will college-level requirements be satisfied?

☐ Standard college requirement	Please list: _____
☐ Specific required course	Please list: _____

5. List pre-major or pre-professional course requirements, including credit hours (if applicable):

_____

6. List the major's course requirements, including credit hours:

_____

7. Does program <u>require</u> a minor?   ☐ Yes ☐ No

If so, describe, including credit hours. _____

8. Does program allow for an option(s)?   ☐ Yes ☐ No

If so, describe option(s) below, including credit hours, and also specialties and subspecialties, if any: _____

9. Does the program require a certain number of credit hours outside the major subject in a related field?   ☐ Yes ☐ No

If so, describe, including credit hours: _____

10. Does program require technical or professional support electives?   ☐ Yes ☐ No

If so, describe, including credit hours: _____

11. Is there a minimum number of free credit hours or support electives?   ☐ Yes ☐ No

If so, describe, including credit hours: _____

12. Summary of Required Credit Hours.

a. Credit Hours of Premajor or Preprofessional Courses:	_____	Not Applicable ☐
b. Credit Hours for Major Requirements:	_____	
c. Credit Hours for Required Minor:	_____	Not Applicable ☐
d. Credit Hours Needed for Specific Option:	_____	Not Applicable ☐

e. Credit Hours Outside of Major Subject in Related Field:	_____	Not Applicable ☐
f. Credit Hours in Technical or Prof. Support Electives:	_____	Not Applicable ☐
g. Minimum Credit Hours of Free/Supportive Electives:	_____	Not Applicable ☐

h. Total Credit Hours Required by Level:

100: _____	200: _____	300: _____	400-500: _____

i. Total Credit Hours Required for Graduation: _____

13.   Rationale for Change(s) – if rationale involves accreditation requirements, please include specific references to those.

_____

14. List below the typical semester by semester program for a major. If multiple options are available, attach a separate sheet for each option.

YEAR 1 – FALL: (e.g. "BIO 103; 3 credits")	_____	YEAR 1 – SPRING:	_____
YEAR 2 - FALL :	_____	YEAR 2 – SPRING:	_____
YEAR 3 - FALL:	_____	YEAR 3 - SPRING:	_____
YEAR 4 - FALL:	_____	YEAR 4 - SPRING:	_____

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Signature Routing Log

General Information:

Major Name and Degree Title: _____

Proposal Contact Person Name: _____   Phone: _____   Email: _____

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision[4]
Undergraduate Council			
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

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[4] Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.