502. **Establishing New Programs**

I.   Policy Statements

A.   Primary responsibility for the planning and execution of academic programs begins with the faculty and staff of each System campus.

B.   The Board and the Chancellor encourage adaptation of resources to meet changing academic needs in the State.

C.   The institutions of The University of Alabama System are required to submit requests for new programs to the Chancellor for review and approval. Upon the approval of the Chancellor, the new program request will be submitted to the Board of Trustees for final approval.

D.   Efforts at collaboration and sharing, including cooperative, joint, and shared programs, must be explored at the campus and System levels whenever a new degree program of instruction is considered.

E.   Guidelines and procedures for the development, submission, review, and approval of new programs are developed and administered by the System's Office of Academic Affairs.

II.   The Guidelines for Establishing a New Degree Program

A.   Notification of Intent to Submit a Proposal

1.   The faculty develops a Notification of Intent to Submit a Proposal (NISP). (Please see Attachment A)

2.   Campus committees review the NISP.

3.   The Provost/Vice President for Academic Affairs reviews the NISP.

4.   The NISP is approved by the President and forwarded to the Chancellor for review.

5.   The Vice Chancellor for Academic and Student Affairs reviews the NISP, which will include a meeting with the provost, program administrator, and the lead faculty member.

6.   The System Office sends the NISP to the other System campuses for review.

7. The Vice Chancellor presents the NISP to the System Academic Council (SAC) for review and discussion.

8. The NISP is adjusted, as necessary, approved by the President, and recommended to the Chancellor for review and recommendation to the Board of Trustees.

9. The Vice Chancellor presents the NISP as an action item to the Academic Affairs, Student Affairs, and Planning Committee for its review, approval, and recommendation to the Board for authorization to submit it to the Alabama Commission on Higher Education (ACHE).

10. Following the Board's approval, the Vice Chancellor sends the NISP to ACHE for review.

11. The originating campus sends undergraduate program NISPs to the Chief Academic Officers of the other senior institutions in the state. NISPs for graduate programs are sent to the Graduate Deans.

12. After two months the full Program Proposal may be submitted to ACHE.

B. Program Proposal

1. The faculty develops a full program proposal. (For undergraduate programs please see Attachment B; for graduate programs please see Attachment C).

2. Campus committees review the proposal.

3. The Provost/Vice President for Academic Affairs reviews the proposal.

4. The President approves the proposal and forwards it to the Chancellor for review.

5. The Vice Chancellor for Academic and Student Affairs reviews the proposal, which will ordinarily include a meeting with the provost, program administrator, and the lead faculty member(s).

6. The System Office sends the proposal to the other System campuses for review.

7. The Vice Chancellor presents the proposal to the SAC for review and discussion.

8. The proposal is adjusted, as necessary, approved by the President, and recommended to the Chancellor for review and recommendation to the Board of Trustees.

9. The Vice Chancellor presents the full proposal as an action item to the Academic Affairs, Student Affairs, and Planning Committee for its review, approval, and recommendation to the Board for authorization to submit it to ACHE with a recommendation for ACHE approval. In addition to program information, the proposal includes the summary sheet required by ACHE that contains budget information, enrollment projections, and degree completion projections.

10. Following the Board's approval, the Vice Chancellor sends the proposal to ACHE for its review and approval. (At least two months after the NISP has been submitted.)

11. The originating campus sends a copy of any undergraduate program proposal to the Chief Academic Officer of the other senior institutions in the state. A copy of any graduate program proposal is sent to the Council of Graduate Deans.

12. With ACHE approval, the proposal is sent to the Board of Trustees for final review and approval. Following Board approval, the campus then implements the program.

13. If ACHE fails to approve the proposal, the Board may then choose to revise the proposal and resubmit it to ACHE, approve the proposal, or discontinue consideration of the proposal.

III. The Guidelines for Establishing a New Certificate Program

Certificate programs require Board action if they are 30 or more undergraduate hours, or 18 or more graduate hours in length. A certificate program with less than the above criteria should meet individual campus guidelines and be presented to the Board as an information item.

1. The faculty develops a program proposal.

2. Campus committees review the proposal.

3. The Provost/Vice President for Academic Affairs reviews the proposal.

4.   The President approves the proposal and it is forwarded to the Chancellor for review.

5.   The Vice Chancellor for Academic and Student Affairs reviews the proposal.

6.   The System Office sends the proposal to the other System campuses for review.

7.   The Vice Chancellor presents the proposal to the SAC for review and discussion.

8.   The proposal is adjusted, as necessary, approved by the President, and recommended to the Chancellor for review and recommendation to the Board of Trustees.

9.   The Vice Chancellor presents the full proposal as an action item to the Academic Affairs, Student Affairs, and Planning Committee for its review, approval, and recommendation to the Board of Trustees.

10.   Following Board approval, the Vice Chancellor notifies ACHE, as an information item, of the Board's approval of the certificate program.

(Adopted October 15, 1986; Amended June 28, 1993; Revised November 1, 1996, May 7, 1999, April 21, 2000, February 15, 2002; Amended November 14, 2008.)

Attachment A to Board Rule 502

ALABAMA COMMISSION ON HIGHER EDUCATION

NOTIFICATION OF INTENT TO SUBMIT A PROPOSAL (NISP)
FOR A NEW PROGRAM OF INSTRUCTION

1.   Institution:

2.   Date of NISP Submission:

3.   Institutional Contact Person:

        Telephone: Fax: E-mail:

4.   Program Identification:

        Title: Award: CIP Code:

5.   Proposed Program Implementation Date:

6.   Statement of Program Objectives (Objectives should be precise and stated in such a way that later evaluation/assessment of program outcomes is facilitated.):

7.   Relationship of program to other programs within the institution.

        7.1   How will the program support or be supported by other programs within the institution?

        7.2   Will this program replace any existing program(s) or specialization(s), options or concentrations within existing programs?   Yes:___   No: ___
                If yes, please explain.

8.   If this program is duplicative of any other programs in the state, please give your rationale for program duplication.

9.   Do you plan to explore possible program collaboration with other institutions? Please explain.

10.   Do you anticipate the use of distance education technology in the delivery of the program? Please explain.

11.   What methodology will you use to determine the level of student demand for this program?

12.   What methodology will you use to determine need for this program?

Certification:

_____
Chief Academic Officer

_____
Graduate Dean (if this is a graduate program)

_____
Date

Attachment B to Board Rule 502

ALABAMA COMMISSION ON HIGHER EDUCATION

PROPOSAL FOR A NEW BACCALAUREATE DEGREE PROGRAM

A.   General Information

    1.   Institution:

    2.   Date of Proposal Submission:

    3.   Institutional Contact Person:
        Telephone: Fax: E-mail:

    4.   Program Identification
        Title: Degree: CIP Code:

    5.   Proposed Program Implementation Date:

    6.   Program Administration
        College or School: Dean:
        Department: Chairperson:

B.   Program Objectives and Content

    1.   List the objectives of the program as precisely as possible. The objectives should address specific needs the program will meet (institutional and societal) and the expected student learning outcomes and achievements. This is an extremely important part of the proposal. The objectives should lend themselves to subsequent review and assessment of program accomplishments.

    2.   How will this program be related to other programs at your institution?

3. Please identify any existing program, option, concentration or track that this program will replace.

4. Is it likely that this program will reduce enrollments in other programs at your institution? If so, please explain.

5. List new courses that will be added to your curriculum specifically for this program. Indicate number, title and credit hour value for each course.

6. Program Completion Requirements
   Credit hours required in major:
   Credit hours required in minor (if applicable):
   Credit hours in institutional general education or core curriculum:
   Credit hours in required or free electives:
   Total credit hours required for completion:

   Describe any additional requirements such as comprehensive examination, senior thesis or other capstone experience, practicum or internship, some of which may carry credit hours included in the list above.

   Please attach a typical four-year curriculum by semester to this proposal as Appendix A.

7. Accreditation

   If there is a recognized (USDE or CHEA) specialized accreditation agency for this program, please identify the agency and explain why you do or do not plan to seek accreditation.

C. Program Admissions Requirements, Enrollment Projections and Completion Projections

1. Describe briefly the criteria and screening process that will be used to select students for the program.

2. Please describe your methodology for determining enrollment projections. If a survey of student interest was conducted, please attach a copy of the survey instrument with a summary of results as Appendix B.

3. Provide a realistic estimate of enrollment at the time of program implementation and over a five-year period based on the availability of students meeting the criteria stated above.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Full-time Enrollment						
Part-time Enrollment						
FTE Enrollment						

4. Projected Program Completion Rates.

Please indicate the projected number of program graduates for the first five years.

Year 1	Year 2	Year 3	Year 4	Year 5	Total

D. Program Need Justification

1. Will the program satisfy a clearly documented need (institutional and societal) in an effective and efficient manner? If the program duplicates or closely resembles another program already offered in the State, can this duplication be justified? What characteristics of the identified need require that it be met by a new program rather than an existing program? *(Note: In explaining how the proposed program meets this criterion, an institution may refer to the criterion on collaboration and develop a response that addresses both criteria simultaneously).* For purposes of this criterion, duplication is defined as the same or similar six-digit CIP code and award level in the Commission's academic program inventory. Institutions should consult with the Commission staff during the NISP phase of proposal development to determine what existing programs are considered duplicative of the proposed program.

2. Based on your research on the employment market for graduates of this program, please indicate the total projected job openings (including both growth and replacement demands) in your local area, the state, the SREB region, and the nation. These job openings should represent positions that require graduation from a program such as the one proposed.

Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Local						
State						
SREB						
Nation						

3.	Please give a brief description of the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as Appendix C.

4.	If the program is primarily intended to meet needs other than employment needs, please present a brief rationale.

5.	If similar programs are available at other institutions in the state, will any type of program collaboration be utilized? Why or why not? What specific efforts have been made to collaborate with institutions to meet the need for this program? Address qualitative, cost, and access considerations of any collaboration that was considered.

6.	Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? If not, why? Address the quality, access and cost considerations of using distance technology in the program.

E.	Program Resource Requirements

1.	Number of currently employed qualified faculty who will teach in the program:

Primary Faculty –	Full-time:			Part-time:
Support Faculty –	Full-time:			Part-time:

Please attach a synopsis of the qualifications (degrees, experience, etc.) of each existing faculty member to this proposal as Appendix D. Do not attach entire curriculum vitae. This should be no more than one paragraph per faculty.

2.	Number of additional qualified faculty who will be employed to teach in the program during the first five years:

Primary Faculty –	Full-time:			Part-time:
Support Faculty –	Full-time:			Part-time:

3.	Briefly describe the qualifications of new faculty to be hired.

4.	Briefly describe available and additional support staff that will be provided for the program.

5. Describe any special equipment that is necessary for this program, indicating what is currently available and what would be added, including the cost of any additional equipment.

6. Describe facilities required for the program, indicating what is currently available and any necessary renovations or additional facilities that would be added. Provide a cost estimate for any renovations or additions.

7. Using the Collection Assessment Manual of the Network of Alabama Academic Libraries (NAAL), provide an indication of the current status of the library collections supporting the proposed program. Please describe how any deficiencies will be remedied, including the cost of such remedies.

F. Costs and Financial Support of the Program
Provide a realistic estimate of the costs of the program. This should only include the additional costs that will be incurred, not current costs. All sources and amounts of funds for program support should be indicated.

Estimated New Funds Required to Support the Program

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Faculty*						
Library						
Facilities						
Equipment						
Staff						
Other						
Total						

*Additional faculty salaries should be shown in all five years

Sources and Amounts of Funds Available for Program Support

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Internal Reallocation						
Extramural						
Tuition						
Total						

G.   Institutional Program Evaluation and Approval Process

Please describe the process used by your institution in its internal evaluation and approval of this program

H.   Program Review and Assessment

Approval of this program will be on the basis of certain program outcomes agreed upon by the institution and the Commission. The outcomes will be based on the stated objectives of the program and enrollment and productivity projections. In the final analysis, the institution and its governing board are accountable for the quality, utility and productivity of this and all other programs of instruction. With this in mind, please describe the procedures that will be used in assessing program outcomes. Among other things, include an assessment process for student learning outcomes and a follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to graduate or professional programs.

I.   The University of Alabama System Outline for New Program Proposal (Supplement)

In addition to the items ACHE has requested for program proposals, please include the following additional items when developing and submitting academic program proposals to the System Office and the Board of Trustees for approval.

1.   Executive Summary (not to exceed two pages)

2.   Steps taken to determine if other UA System institutions might be interested in collaborating in the program

3.   Desegregation impact statement

4.   Summary of consultant's comments (if any)

5.   Summary of other campuses' comments (if any)

6.   Other pertinent information as needed (if any)

Attachment C to Board Rule 502

ALABAMA COMMISSION ON HIGHER EDUCATION

PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM

A.   General Information

    1.   Institution:

    2.   Date of Proposal Submission:

    3.   Institutional Contact Person:
        Telephone: Fax: E-mail:

    4.   Program Identification
        Title: Degree: CIP Code:

    5.   Proposed Program Implementation Date:

    6.   Program Administration
        College or School: Dean:
        Department: Chairperson:

B.   Program Objectives and Content

    1.   List the objectives of the program as precisely as possible. The objectives should address specific needs the program will meet (institutional and societal) and the expected student learning outcomes and achievements. This is an extremely important part of the proposal. The objectives should lend themselves to subsequent review and assessment of program accomplishments.

    2.   Will this program be related to other graduate programs at your institution? If so, how?

    3.   Please identify any existing program, option, concentration or track that this program will replace.

4. Is it likely that this program will reduce enrollments in other graduate programs at your institution? If so, please explain.

5. List new courses that will be added to your curriculum specifically for this program. Indicate number, title and credit hour value for each course.

6. Please list any existing undergraduate programs at the institution which are directly or indirectly related to the proposed graduate program. If this is a doctoral proposal, also list related master's programs at your institution.

7. Program Completion Requirements--
Credit hours required in major courses:
Credit hours required in support courses:
Credit hours in required or free electives:
Credit hours for thesis or dissertation:

Additional requirements such as preliminary qualifying examination, comprehensive examination, thesis, dissertation, practicum or internship, some of which may carry credit hours included in the list above.

Please attach a typical curriculum by semester to this proposal as Appendix A.

8. Accreditation

If there is a recognized (USDE or CHEA) specialized accreditation agency for this program, please identify the agency and explain why you do or not plan to seek accreditation.

C. Program Admissions Requirements, Enrollment Projections and Completion Projections

1. Describe briefly the criteria and screening process that will be used to select students for the program.

2. Please describe your methodology for determining enrollment projections. If a survey of student interest was conducted, please attach a copy of the survey instrument with a summary of results as Appendix B.

3. Provide a realistic estimate of enrollment at the time of program implementation and over a five-year period based on the availability of students meeting the criteria stated above.

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Full-time Enrollment						
Part-time Enrollment						
FTE Enrollment						

4. Projected Program Completion Rates.

Please indicate the projected number of program graduates for the first five years.

Year 1	Year 2	Year 3	Year 4	Year 5	Total

D.   Program Need Justification

1.   Will the program satisfy a clearly documented need (institutional and societal) in an effective and efficient manner? If the program duplicates or closely resembles another program already offered in the State, can this duplication be justified? What characteristics of the identified need require that it be met by a new program rather than an existing program? *(Note: In explaining how the proposed program meets this criterion, an institution may refer to the criterion on collaboration and develop a response that addresses both criteria simultaneously).* For purposes of this criterion, duplication is defined as the same or similar six-digit CIP code and award level in the Commission's academic program inventory. Institutions should consult with the Commission staff during the NISP phase of proposal development to determine what existing programs are considered duplicative of the proposed program.

2.   Based on your research on the employment market for graduates of this program, please indicate the total projected job openings (including both growth and replacement demands) in your local area, the state, the SREB region, and the nation. These job openings should represent positions that require graduation from a program such as the one proposed.

Projected Job Openings

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Local						
State						
SREB						
Nation						

3. Please give a brief description of the methodology used to determine the projected job openings. If a survey of employment needs was used, please attach a copy of the survey instrument with a summary of results as <u>Appendix C</u>.

4. If the program is primarily intended to meet needs other than employment needs, please present a brief rationale.

5. If similar programs are available at other institutions in the state, will any type of program collaboration be utilized? Why or why not? What specific efforts have been made to collaborate with institutions to meet the need for this program? Address qualitative, cost, and access considerations of any collaboration that was considered.

6. Please identify any similar programs at institutions in other SREB states. If the proposal is for a doctoral program, also identify similar programs in the nation.

7. Will any type of distance education technology be utilized in the delivery of the program on your main campus or to remote sites? If not, why? Address the quality, access and cost considerations of using distance technology in the program.

E. <u>Program Resource Requirements</u>

1. Number of currently employed qualified faculty who will teach in the program:

   Primary Faculty – Full-time: Part-time:
   Support Faculty – Full-time: Part-time:

   Please attach the curriculum vita of each existing faculty member to this proposal as <u>Appendix D</u>.

2. Number of additional qualified faculty who will be employed to teach in the program during the first five years:

   Primary Faculty – Full-time: Part-time:
   Support Faculty – Full-time: Part-time:

3. Briefly describe the qualifications of new faculty to be hired.

4. Briefly describe available and additional support staff that will be provided for the program.

5. Describe any special equipment that is necessary for this program, indicating what is currently available and what would be added, including the cost of any additional equipment.

6. Describe facilities required for the program, indicating what is currently available and any necessary renovations or additional facilities that would be added. Provide a cost estimate for any renovations or additions.

7. Using the <u>Collection Assessment Manual</u> of the Network of Alabama Academic Libraries (NAAL), provide an indication of the current status of the library collections supporting the proposed program. Please describe how any deficiencies will be remedied, including the cost of such remedies.

8. How many assistantship/fellowship stipends will be provided and what will be the range of support involved?

F. <u>Costs and Financial Support of the Program</u>

Provide a realistic estimate of the costs of the program. This should only include the <u>additional</u> costs that will be incurred, not current costs. All sources and amounts of funds for program support should be indicated.

Estimated New Funds Required to Support the Program

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Faculty*						
Library						
Facilities						
Equipment						
Staff						
Assistantships/ Fellowships						
Other						
Total						

*Additional faculty salaries should be shown in all five years

Sources and Amounts of Funds Available for Program Support

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Internal Reallocation						
*Extramural						
Tuition						
Total						

*Attach a statement identifying actual or probable sources of extramural funds for the program as <u>Appendix E.</u> Be as specific as possible.

G.   <u>Institutional Program Evaluation and Approval Process</u>

1. Please describe the process used by your institution in its internal evaluation and approval of this program.

2. It is expected that the institution will utilize one or more external consultants for all doctoral program proposals and the more esoteric or unusual master's programs. Please attach the consultant's report as <u>Appendix F.</u>

H.   <u>Program Review and Assessment</u>

Approval of this program will be on the basis of certain program outcomes agreed upon by the institution and the Commission. The outcomes will be based on the stated objectives of the program and enrollment and productivity projections. In the final analysis, the institution and its governing board are accountable for the quality, utility and productivity of this and all other programs of instruction. With this in mind, please describe the procedures that will be used in assessing program outcomes. Among other things, include an assessment process for student learning outcomes and a follow-up plan to determine accomplishments of graduates such as obtaining relevant employment or being admitted to a doctoral program.

I.   <u>The University of Alabama System Outline for New Program Proposal (Supplement)</u>

In addition to the items ACHE has requested for program proposals, please include the following additional items when developing and submitting academic program proposals to the System Office and the Board of Trustees for approval.

1.   Executive Summary (not to exceed two pages)

2.   Steps taken to determine if other UA System institutions might be interested in collaborating in the program

3.   Desegregation impact statement

4.   Summary of consultant's comments (if any)

5.   Summary of other campuses' comments (if any)

6.   Other pertinent information as needed (if any)