Proposal for New Undergraduate and Master's Programs/ Certificates AND Changes to Existing Programs

Please fill out the sections that apply to your change. Most existing program changes only require the completion of the first two pages and the signature blocks on the last page. **This is a fillable PDF.** Place your cursor next to or below the form's text and your cursor will blink, allowing you to enter text. Save a copy to your computer to prevent losing data. Oncei the chair and dean have signed, please email the signed copy to Elizabeth.Vogt@unt.edu. Elizabeth will provide initial permission once the Provost approves.

APPLICABILITY: Use this form when: (a) creating a new degree/standalone certificate (face-to-face, online, or hybrid); (b) adding a concentration to a degree (only required if the concentration significantly changes the degree in its current form); (c) consolidating degrees; (d) closing a degree or certificate; (e) increasing/decreasing SCH for a degree/certificate; (f) changing a CIP code; (g) changing program modality to more than 50% online; (h) entering into a collaborative academic arrangement that includes the initiation of a dual/joint program;(i) offering a degree or certificate program at an offsite location; (j) initiating a direct assessment competency-based educational or prior learning assessment program; (k) renaming a degree/certificate; (l) creating a Grad Track pathway; (m) changing the name of a college/academic department; (n) moving degree/certificate programs between colleges/departments; (o) moving departments to other colleges; or (p) creating/closing a department/college.

MOST EXISTING PROGRAM CHANGES ONLY REQUIRE COMPLETION OF PAGES 1, 2 and 13,

I. Change Type: Is this	a new program proposal or a change to	o an existing program?
New program/ certificate	Change current program/	Program/certificate elimination
II. Change Characteris	tics: Please check all boxes that apply t	o your proposal:
Undergraduate	50-84% online New adminis	trative unit Off-site location Note location:
Graduate	Grad Track Other	r:
·	ogram Name: How will/does the progra helor of Business Administration degree	
IV. Proposed/Current	<u>CIP Code</u> :	
	t: Where in UNT's organizational struct of Electrical Engineering within the Colle	

VI. Description of Change: Provide new program rationale or identify the purpose of the requested program change in context to the institution's mission and goals. How does the new program/ program change fit into UNT's 4 strategic planning priority objectives (increase research expenditures/elevate national prominence, increase revenues/value, prepare graduates to be competitive in the marketplace, and create a data driven culture that focuses on continuous improvement). Provide method of program delivery (off-site, main campus, online) and the program's educational objectives. If requesting a program change, please note any curricular or student impacts as a result of the proposed change. Provide evidence that the program's faculty were involved in the review and approval of the new program/proposed change(s).
VII. Proposed Implementation Date: What is the first semester and year that students would enter the new program or when do you want the program change to start?
VIII. <u>Contact Person</u> : Provide contact information for the person who can answer specific questions about this proposal.
Name and Title:
E-mail:
Phone:

IX.	Program Need	new programs or	programs that are	changing modality):
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A. **Job Market Need:** Provide short- and long-term evidence of the need for graduates in the market. Include employer feedback regarding the employability of graduates.

B. **Student Demand:** Provide short- and long-term evidence of demand for the program.

C. **Enrollment Objectives:** Use the table below to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first 5 years of the program. *Include majors only and consider attrition and graduation*. Please see the "Projected Enrollment" section of the "Instructions for Filling Out the 5-year Budget" document for the appropriate FTSE numbers. If your estimate is higher than the 5-year average provided in the projected enrollment table, you must have explicit and concrete data to support your projections. Programs that do not meet third year enrollment objectives are subject to closure.

YEAR	1	2	3	4	5
Headcount					
FTSE					

X. Program Quality (new programs or programs that are changing modality):

A. **Degree Requirements:** Use the table below to show program SCH/clock hour degree requirements. (*Modify the table as needed; if necessary, replicate the table for more than one program option.)*

Category	SCH	Clock Hours
General Education Core Curriculum (bachelor's degree only)		
Required Courses		
Prescribed Electives		
Free Electives		
Other (Specify, e.g., internships, clinical work)		
TOTAL		

B. **Curriculum:** Use the tables below to identify the program's required courses and prescribed electives. Note with an asterisk (*) the courses that will need to be added to UNT's course inventory if the program is approved. Note with a plus (+) the courses that are currently offered online. (Add and delete rows as needed. Replicate tables for different tracks/options.)

Prefix and Number	Required Course Names	SCH

Prefix and Number	Prescribed Elective Course Names	SCH

1.	Program-Level Student Learning Outcomes: Please identify program-level student learning outcomes. Program-level student learning outcomes are what you expect students will be able to achieve when they complete the program. In other words, what do you want students to know and do? Outcomes must be observable and measureable.
	a.
	b.
	C.
	d.

2. **Curriculum Course Mapping**: Please identify all degree requirements (column 1). Map the degree requirements to the learning outcomes using: **I = Introduced**, **R = Reinforced**, **E = Emphasized for Mastery**.

e.

	Cur	riculum Course	Мар		
Degree Requirements	Learning	Learning	Learning	Learning	Learning
	Outcome a	Outcome b	Outcome c	Outcome d	Outcome e
Example Course: EMDS 1500	I I	R	I	I	R
Course:					

C. Faculty: Use the tables below to provide information about <u>core</u> and <u>support</u> faculty. Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program. (Add and delete rows as needed.)

			% Time
Name of <u>Core</u> Faculty	Highest Degree and	Courses Assigned	Assigned
and Faculty Rank	Awarding Institution	in Program	To Program
e.g.: Robertson, David	PhD. in Molecular Genetics	MG200, MG285	
Asst. Professor	Univ. of Texas at Dallas	MG824 (Lab Only)	50%
New Faculty in Year			
New Faculty in Year			

Name of <u>Support</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program

D. **Library:** Each department has a subject librarian. Provide the librarian's assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

E.	Facilities and Equipment: Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.
F.	Accreditation: If the discipline has a national accrediting body, please describe plans to obta accreditation or provide a rationale for not pursuing accreditation.
G.	Marketing (except online programs): If you anticipate marketing this degree program, you may contact Jack Fraser (Jack.Fraser@unt.edu), URCM Brand Marketing Manager, for a consultation. He can assist with an estimate. If applicable, describe the plans for marketing the program.
Н.	Teaching Support: Please provide your plan for teaching support (TFs/TAs) and where the fundi will come from.

I.	Marketable Skills (must be identified before final planning authority is given): Each program
	(undergraduate and graduate) must identify 5 marketable skills (maximum of 5 words per skill). The
	identified skills should exist in the curricula. There needs to be evidence of collaboration with
	employers/discipline-specific agencies (internship providers, chambers of commerce, workforce
	development boards, and other workforce-related entities) in the finalization of the skills. Please
	identify the program's 5 skills, how you collaborated with employers/discipline-specific entities to
	create the goals, and how you will regularly update the identified goals. Global and discipline specific
	skill examples include: (a) oral and written communication; (b) team work; (c) collect, analyze, and
	interpret information; (d) analyze strategic communication campaign effectiveness; (e) formulate and
	solve complex problems; (f) conduct independent investigations; and (g) knowledge/application of
	ethical reasoning.

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- 3.
- 4.
- 5.
- XI. <u>Costs and Funding (new programs)</u>: Use the accompanying spreadsheet (separate undergraduate and master's forms) to show 5-year costs and program funding sources. *Please note that new programs will not be approved without a concrete funding source*.
 - A. What is the total 5-year cost estimate?
 - B. Please note the source of funds for any anticipated expenses (faculty, space, equipment, course development, etc.):

XII. Costs and Funding (existing programs): Please provide a cost estimate for changes to existing programs, including proposed funding mechanisms.
A. What is the total cost estimate?
B. Please note the source of the funds for any anticipated expenses (faculty, space, equipment,
course development, etc.):
THE FOLLOWING SECTION IS FOR ONLINE PROGRAMS ONLY.
IF YOUR PROGRAM IS NOT A NEW ONLINE PROGRAM OR A FACE-TO-FACE PROGRAM
MOVING TO AN ONLINE MODALITY, PLEASE PROCEED TO THE APPROVALS PAGE (13).

XIII. <u>A</u>	dditional Requirements for Online Programs/Certificates (if applicable):
A.	If this is a new delivery system for an existing program, describe any differences in the program curriculum.
B.	Will a student be able to complete all degree requirements for this program without coming to campus? If not, please identify any exceptions. Please consider core curriculum and non-major course options for undergraduate degrees.
C.	If a practicum or internship is required for this program, please provide details.
D.	Describe how students will be oriented to the program (e.g., is there an on-site meeting or some other method providing new students with information to increase the probability that they will be successful in the program?).

E	. List any special challenges that the online environment poses for students. Describe how the necessary interaction between faculty and students will be provided.
F	. Describe how the department will facilitate regular communication with students in the program outside of courses (e.g., will there be an electronic mailing list or other means for out-of-class communications?)
(i. Describe how students will be trained on the instructional technologies used for program delivery.
ŀ	I. Explain how faculty time will be allocated for course development (e.g., course release, summer salary, etc.).

l.	Describe how faculty will be prepared to teach in the online environment.
J.	Describe what resources, if any, will be needed from the Center for Learning Enhancement, Assessment, and Redesign (CLEAR) (e.g., instructional consulting, training, productions services, technology support, etc.).
K.	Verify that the method of delivery being used is a UNT-supported item (Academic Computing, CLEAR, etc.) or designate how this technology will be supported.
L.	Describe your marketing plan for recruiting students to your online program/certificate. Consultation with a CLEAR marketing specialist is recommended.

<u>Department Approval</u> :	
Chair's Signature	
College/School Approval:	
Dean's Signature	Dat
Provost's Office Initial Approval:	
Vice Provost for Academic Administration's Signature	
vice Provost for Academic Administration's Signature	Dati
Provost's Office Final Approval:	
Provost's Signature	
	Date