SUBJECT: NEW ACADEMIC PROGRAMS

New academic programs are defined as programs not previously approved by the university, or previously approved academic programs proposed for initial delivery at new or existing campuses or online. Prior to implementation, all new academic programs must be approved by the Academic Council and/or Graduate Council, Faculty Senate (as represented by their President), President's Cabinet, and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). New *degree* programs must also be approved by the Board of Trustees following President's Cabinet approval and prior to submission to SACSCOC. To initiate the approval process, a prospectus should be submitted eight months in advance of the targeted implementation date to the vice president of academic affairs. The prospectus should include all applicable information below regarding the new academic program:

1. Abstract (limit to one page or less) - Describe the proposed change; list the initial date of implementation; projected number of students, if applicable; description of primary target audience; projected life of the program (single cohort or ongoing); instructional delivery methods and, if the change involves the initiation of an external site, its complete physical address.

2. **Background Information** - Provide a clear statement of the nature and purpose of the change in the context of the institution's mission and goals; evidence of the legal authority for the change (if authorization is required by the governing board or the state); and whether the proposed degree program or similar program is offered on the Plainview campus or at other approved external sites.

3. Assessment of Need and Program Planning/Approval - Briefly discuss the rationale for the change, including an assessment of need; evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program.

4. Description of the change - Provide a description of the proposed change, including the specific outcomes and learning objectives of the program and a schedule of proposed course offerings. In the case of a change involving the initiation of an external campus or an off-campus site, indicate the educational program(s) to be offered.

Describe any differences in admission, curriculum, or graduation requirements for students enrolled at new site(s), or any special arrangements for grading, transcripts, or transfer policies. Describe administrative oversight to ensure the quality of the program or services to be offered.

5. **Faculty** - Provide a complete roster of those faculty employed to teach in the program(s) referred to in the proposal, including a description of those faculty members' academic qualifications and other experiences relevant to the courses to be taught in the program in question, course load in the new program, and course work taught in other programs currently offered. Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program; and describe the impact of the new initiative on faculty workload.

For distance learning programs, describe processes in place to ensure that students have structured access to faculty. For graduate programs, document scholarship and research capability of faculty; for doctoral programs, document faculty experience in directing student research.

6. Library and Learning Resources - Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.). For doctoral programs, document discipline-specific refereed journals and primary source materials.

7. Student Support Services - Provide a description of student support programs, services, and activities—general as well as specific to the change—in place to support this initiative.

8. Physical Resources - Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.

9. Financial Support - The institution must disclose if it is currently on reimbursement for Title IV funding.

Provide a business plan that includes all of the following: