

**BOARD OF REGENTS
NEW PROGRAM PROPOSAL CHECKLIST**

For more detailed information, view the BOR Policy Manual and their Academic Affairs page:

http://www.kansasregents.org/academic_affairs/new_program_approval

http://www.kansasregents.org/about/policies_by_laws_missions/board_policy_manual/chapter_ii_governance_state_universities?showall=&start=7

Program Proposal Contents:

- ____ Proposing institution
- ____ Title of proposed program
- ____ Degree(s) to be offered
- ____ Anticipated date of implementation
- ____ Responsible department(s) or unit(s)
- ____ CIP Code (contact Office of Planning and Analysis)

Additional items to include:

- ____ Electronic program summary form
- ____ Electronic fiscal summary form
- ____ Electronic curriculum form
- ____ Electronic Faculty CVs or link to website
- ____ Signature sheet (www.ksu.edu/registrar/ccap)

Narrative (document should be in electronic format)

Program need and student characteristics

1. Centrality to mission

- ____ Mission Statement
- ____ Statement of aspiration

2. Student demand

- ____ Volume of student demand—disciplined survey analysis
- ____ Bachelor's: 50 students after 3 years
- ____ Master's 20 students after 3 years
- ____ Ph.D. 5 students after 3 years

3. Demand for graduates

- ____ Specific job opportunities or post-collegiate experiences

4. Locational and comparative advantages

- ____ Comparison to similar program in the Regents system and same institution
- ____ Comparison with similar regional programs
- ____ Demonstration of reason for being at this institution
- ____ Demonstration of the advantages & disadvantages of program being a freestanding, cooperative, or joint program including collaborative degree options

- _____ Location of program in institution's list of priorities
- _____ How priority determination has been made
- _____ Importance of establishing this program vis-à-vis other program alternatives

5. Student characteristics

- _____ Characteristics of pool from which students will be selected
- _____ Specific procedures and criteria for admission
- _____ Specific opportunities for student interaction

Curriculum

1. What is the curriculum

- _____ Description of the more important academic objectives
- _____ Range of skills future graduates will possess
- _____ Knowledge future graduates will possess
- _____ Required internships and practica

Program faculty

1. Quality

- _____ Bachelor's: 3 Ph.D.
- _____ Master's: 3 additional Ph.D.
- _____ Specialist/Ph.D.: 2 additional
- _____ Differentiation of core faculty and others
- _____ Appropriate academic specializations
- _____ Teaching requirements outside the program assigned to core faculty
- _____ Proportion of assignments devoted to the proposed program
- _____ Number, qualifications, and rank of faculty
- _____ CVs or link to website with these

2. Graduate assistants

- _____ Identification of necessary graduate positions
- _____ Budgeted salaries for Gas

Academic support

1. Academic support services

____ Advising

____ Library

____ Audio-visual

____ Academic computing

2. New academic support necessary

____ Number of library acquisitions

____ New or enhanced academic support

3. New supporting staff

____ Staff requirements

____ Budgeted salaries

Facilities and equipment

1. Anticipated facilities requirement (existing, renovated or new)

____ Sufficient space

____ Fiscal note for renovated or new facilities, with necessary work and additional costs

____ Sources of funding for renovation and new construction

2. New equipment

____ Sufficient equipment

____ Itemization of available inventory

____ Equipment condition

____ Equipment life span

____ Itemization of new equipment needs

Program review, assessment and accreditation

____ Program review process or methods used

____ Student learning outcomes measures

____ Specialized accrediting agency

____ Institutional plans to have the program accredited

____ Timelines for accreditation

____ Projected costs, achieving and maintaining accreditation