

PROGRAM APPROVAL PROCESS
(Revised January 28, 2015)

Highlights of the Program Approval Process:

- The Regent universities shall submit an annual program planning list to the Board Office in the spring of each year, which includes the name and educational level of proposed programs that have already undergone an initial institutional review, are currently undergoing an in-depth institutional review, and are likely to be submitted for program approval by the Board of Regents within the year. The proposed program must reside on the program planning list for at least six months prior to submitting a program proposal to allow sufficient time for discussion within the three Regent universities.
- The Board Office and the Council of Provosts shall review the annual program planning list at each Council of Provosts meeting.
- During the year, the universities shall complete their in-depth review of the proposed programs and submit their proposals to the Board Office using a program approval format developed by the Board Office (Form A). The form incorporates the key characteristics of a proposed program critical for Board decision-making – immediate and long-term need/demand for the program, cost to implement and operate the program, link to the institution's and Board's strategic plans, and potential for unnecessary duplication. Workforce data must include recent projections.
- Letters of support must be included with the program proposal. The staff member requesting the letters of support from the other two universities must send a copy of the request to the provosts at the other universities.
- A review by the Iowa Coordinating Council for Post-High School Education (ICCPHSE) shall also occur prior to being submitted for Board approval. A program with unresolved concerns by the ICCPHSE should be so noted.
- The program proposals shall be reviewed in-depth by the Council of Provosts and the Board Office.
- With the recommendation for approval by the Board Office and the Council of Provosts, the program proposal shall be submitted to the Board of Regents Education and Student Affairs Committee and Board of Regents for discussion and action.
- Substantial expenditures for the proposed program or advertising/marketing of the proposed program shall not occur until after the program is approved by the Board of Regents. This means that the institutions shall not hire any new faculty, secure facilities, develop curriculum, or advertise the program until it has been approved by the Board of Regents.

FORM A
Board of Regents, State of Iowa

**REQUEST TO IMPLEMENT A NEW BACCALAUREATE, MASTERS,
DOCTORAL, OR FIRST PROFESSIONAL DEGREE PROGRAM**
January 28, 2015

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for a Regent university to demonstrate need and demand as well as the university's ability to offer a quality program that is not unnecessarily duplicative of other similar programs offered by colleges and universities in Iowa.

Institution: _____

CIP Discipline Specialty Title: _____

CIP Discipline Specialty Number (six digits): _____

Level: B _____ M _____ D _____ FP _____

Title of Proposed Program: _____

Degree Abbreviation (e.g., B.S., B.A., M.A., Ph.D.): _____

Approximate date to establish degree: Month _____ Year _____

Contact person: (name, telephone, and e-mail) _____

College that will administer new program: _____

Please provide the following information (use additional pages as needed). Do not use acronyms without defining them.

1. Describe the proposed new degree program, including the following:
 - a. A brief description of the program. If this is currently being offered as a track, provide justification for a standalone program.
 - b. A statement of academic objectives;
 - c. What the need for the program is and how the need for the program was determined;
 - d. The relationship of the proposed new program to the institutional mission and how the program fits into the institution's and college's strategic plan;
 - e. The relationship of the proposed new program to other existing programs at the institution; describe how the proposed program will enhance other programs at the university. Will the proposed program duplicate existing programs at the university?
 - f. The relationship of the proposed new program to existing programs at other colleges and universities in Iowa, including how the proposed program is different or has a different emphasis than the existing programs.
 - g. Special features or conditions that make the institution a desirable, unique, or appropriate place to initiate such a degree program.
 - h. Are the university's personnel, facilities, and equipment adequate to establish and maintain a high quality program?
 - i. How does student demand for the proposed program justify its development?

2. Describe the state and/or national workforce need and/or demand for graduates of the proposed program currently and in the foreseeable future (provide documentation about the current sources of data used to estimate need and demand).
3. List all other public and private institutions of higher education in Iowa currently operating programs similar to the proposed new degree program. (For comparison purposes, use a broad definitional framework, e.g., such identification should not be limited to programs with the same title, the same degree designation, having the same curriculum emphasis, or purporting to meet exactly the same needs as the proposed program.)

If the same or similar program exists at another public or private institution of higher education in Iowa, respond to the following questions:

- a. Could the other institution reasonably accommodate the need for the new program through expansion? Describe collaboration efforts with other institutions.
 - b. With what representatives of these programs has there been consultation in developing the program proposal? Provide a summary of the response of each institution consulted.
 - c. Has the possibility of an inter-institutional program or other cooperative effort been explored? What are the results of this study? (Consider not only the possibility of a formally established inter-institutional program, but also how special resources at other institutions might be used on a cooperative basis in implementing the proposed program solely at the requesting institution.)
 - d. Do other colleges in Iowa offer programs similar to the proposed program at comparable quality and cost?
 - e. Are letters of support included with the program proposal?
4. Estimate the number of majors and non-majors students that are projected to be enrolled in the program during the first seven years of the program.
 - a. Undergraduate

Undergraduate	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7
Majors							
Non-Majors							

b. Graduate

Graduate	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7
Majors							
Non-Majors							

- c. What are the anticipated sources of these students?
5. If there are plans to offer the program away from the campus, briefly describe these plans, including potential sites and possible methods of delivery instruction. Will off-campus delivery require additional **HLC accreditation**?
 6. Has the proposed program been reviewed and approved by the appropriate campus committees and authorities?

7. List date the program proposal was submitted to the Iowa Coordinating Council for Post High School Education (ICCPHSE) and results of listserv review.
8. Will the proposed program apply for programmatic accreditation? When?
9. Will articulation agreements be developed for the proposed program? With whom?
10. Will there be opportunities for student internships?
11. Describe the faculty, facilities, and equipment that will be required for the proposed program.
12. From where will the financial resources for the proposed program come (list all that apply, e.g., department reallocation, college reallocation, grants, new to the university)?

SOURCES	TOTAL AMOUNT

13. Estimate the total costs/total new costs (incremental increases in expenditures) that will be necessary for the next seven years as a result of the new program. Be as specific as possible.

	TOTAL COSTS	TOTAL <u>NEW</u> COSTS
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		
Year 7		

14. Describe the marketing plan developed to communicate the new program and recruit students.
15. Describe the program evaluation plan to determine if the program is meeting the intended objectives, if the expected student enrollment has occurred, funding for the program, and any other components that affect the effective operation of the program.
16. Include any additional information that justifies the development of this program.