Narrative Prompts/Online R401 Proposal Template for New Programs
October 2022

SECTION II: INSTITUTIONAL ROLES & MISSION
Program Description *Present a brief program description. (1-2 paragraphs.)*
Consistency with Institutional Mission *Explain how the program is consistent with the institution's Board approved mission, roles, and goals (see mission and roles at ushe.edu/policies/policyr312) or, for "out of mission" program requests, the rationale for the request.*
SECTION III: NEEDS ASSESSMENT
Labor Market Demand *Provide local, state, and/or national labor market data that speak to the need for this program. Provide data for the locality where the program will serve students and where students will eventually find employment. Occupational demand, wage, and number of annual openings information may be found at sources such as Utah DWS Occupation Information Data Viewer (jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do) and the Occupation Outlook Handbook (www.bls.gov/oco).). Address stackability – what type of jobs will be open to a graduate? Where are those jobs located? If offered online, will program attract a national audience? Why?*
Student Demand *Provide evidence of student interest and demand that supports potential program enrollment and your plan for attracting under-represented student groups. NOTE: Student enrollment projections will be called for in the finance section of this proposal.*
Similar Programs *Are similar programs offered elsewhere in the USHE, the state, or Intermountain Region? If yes, identify the institution, name of existing program(s), level of award (certificate, 2-year, 4-year award), and cite justifications for why the Board should approve another program of this type. How does the proposed program differ from or compliment similar program(s)? Does students and employer demand justify an additional program, if similar programs already exist? Does the program prepare students for multiple career paths? See admin dashboard of www.utahmajor.org for a list of similar programs.*
Transfer Check   NEW *If proposing a transfer associate degree, provide URLs to degree maps for targeted 4-year degrees. In addition, attach all articulation agreements with institutions of the targeted 4-year degrees.*
Collaboration with and Impact on Other USHE Institutions *Assess the impact the new program will have on other USHE institutions. Describe any discussions with other institutions pertaining to this program. Include any collaborative efforts that have taken place.* *Indicate if the program will be delivered outside of designated service area; provide justification. Service areas are defined in ushe.edu/policies/policyr315/.*
Accreditation *If the program will seek special professional accreditation, identify the accrediting body, and project timeline and anticipated costs for initial approval, and a date for accreditation review cycle.*
External Review *Indicate whether external consultants or, for a career and technical education program, program advisory committee were involved in the development of the proposed program. List the members of the external consultants or advisory committee and briefly describe their activities. For programs that address specific industry or occupational needs, indicate the extent to which the applicable industry representatives have provided input.*

SECTION IV: PROGRAM DETAILS

Graduation Standards and Number of Credits
Provide graduation standards. Provide justification if number of credit or clock hours exceeds credit limit for this program type described in R401-3.11, which can be found at ushe.edu/policies/R401.

Admission Requirements
List admission requirements specific to the proposed program.

Curriculum TABLE
Provide a list of courses required to complete program. List all courses, including college-level prerequisites (and pre-major placements or condition) and new courses, to be offered in the proposed program by prefix, number, title, and credit hours (or credit equivalences). Indicate new courses with an X in the appropriate columns. The total number of credit hours should reflect the number of credits required to be awarded the degree. For variable credits, please enter the minimum value in the table for credit hours. To explain variable credit in detail as well as any additional information, use the Program Curriculum Narrative text field.

Program Curriculum Narrative
Describe any variable credits. You may also include additional curriculum information.

Degree Map
Provide a program Degree Map, also referred to as a graduation plan. Degree maps pertain to undergraduate programs ONLY. Degree maps or graduation plans are a suggested semester-by-semester class schedule that includes prefix, number, title, and semester hours. For more details see http://higheredutah.org/pdf/agendas/201407/TAB%20A%202014-7-18.pdf (Item #3).
Enter the degree map in the table below. If a specific general education course is required, list course and check GE fulfilled. If the program does not require a specific general education, write "Any Fine Art" or "Any QL" and check GE fulfilled. ~~If proposing an associate degree, provide URLs to degree maps for targeted 4-year degrees.~~ **SEE** Transfer Check above.

SECTION V: INSTITUTION, FACULTY, AND STAFF SUPPORT

Institutional Readiness
How do existing administrative structures support the proposed program? Identify new organizational structures that may be needed to deliver the program. Will the proposed program impact the delivery of undergraduate and/or lower-division education? If yes, how?

F**aculty**
Describe faculty development activities that will support this program. Will existing faculty/instructions, including teaching/graduate assistants, be sufficient to instruct the program or will additional faculty be recruited? If needed, provide plans and resources to secure qualified faculty, including attracting faculty from under-represented populations. Use tables below to provide detail on faculty profiles and new hires. The narrative should be consistent with the budget and faculty tables.

~~**Part I.**~~ **Department Faculty / Staff**
Identify current # of department faculty / staff (headcount) to be involved with the program and faculty / staff to be hired along with their qualifications and tenure status. Include additional cost for these faculty / staff members in budget narrative and table.

~~**Part II. Proposed Program Faculty Profiles.**~~ **COLLAPSED INTO ONE TABLE**
~~*List current faculty within the institution -- with academic qualifications -- to be used in support of the proposed program(s).*~~

~~**Part III: New Faculty / Staff Projections for Proposed Program**~~ **COLLAPSED INTO ONE TABLE**
~~*Indicate the number of faculty / staff to be hired in the first three years of the program, if applicable. Include additional cost for these faclty / staff members in budget narrative and table Appendix D.*~~

Staff
Describe the staff development activities that will support this program. Will existing staff such as administrative, secretarial/clerical, laboratory aides, advisors, be sufficient to support the program or will additional staff need to be hired? Provide plans and resources to secure qualified staff, as needed.

Student Advisement
Describe how students in the proposed program will be advised.

Professional Licensure   NEW
Does the program lead to situation where graduates will need to seek certification or licensure to be employed in the field? If no, type NA. If yes, provide the specialty accreditor or organization that sets the educational standards for licensing requirements, list contact information and web address for entity, and describe how the program meets the educational requirements of the license both in Utah and in other states.

Library and Information Resources
Describe library resources students will need to complete this program, if any. Describe the library resources the institution already possesses. Describe new library resources to be acquired. Identify additional costs to support library and information resources needs in the finance table.

Facility (Space) / Material Needs   NEW
Describe any special space or equipment needs for program, if any. Describe the space and other needs the institution already possesses. Describe new space to be acquired or

SECTION VI: PROGRAM EVALUATION

Program Standards of Performance
Identify program goals. Describe the system of assessment to be used to evaluate program success in its implementation.

Student Standards of Performance
List the learning outcomes -- competencies, and marketable skills students will have achieved at the time of graduation. How and why were these standards and competencies chosen? Include formative and summative assessment measures to be used to determine student learning outcomes.

SECTION VII: PROJECTED PROGRAM ENROLLMENT AND FINANCE

Three Year Projection Student Participation
Provide projected enrollment and information on related operating expenses and funding sources. Project the number of students who will be attracted to the proposed program as well as increased expenses, if any. Include new faculty & staff as described in the faculty section of this proposal. Project five years' enrollments and graduates. Note: If the proposed program is an expansion of an existing program, present several years enrollment trends by headcount and/or by student credit hours that justify expansion.

Expense Narrative
Describe expenses associated with the proposed program

Existing Funding Sources Narrative
Describe what internal reallocations, if applicable, are available and any impact to existing programs or services.

New Revenue Narrative
Describe new funding sources and plans to acquire the funds.

SECTION VIII: ADDITIONAL DOCUMENTATION

Out of Service Area Agreements
NEW
Provide agreements with USHE institution(s) impacted by the proposed out of service area program(s).

Provide any additional documentation such as letters of support or published studies.