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