

**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/policies\\_procedures](http://www.kansasregents.org/policies_procedures)

[http://www.kansasregents.org/new\\_program\\_approval](http://www.kansasregents.org/new_program_approval)

**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](http://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