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/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)

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