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:  Additional items to include:

____Proposing institution  ____Electronic program summary form
____Title of proposed program  ____Electronic fiscal summary form
____Degree(s) to be offered  ____Electronic curriculum form
____Anticipated date of implementation  ____Electronic Faculty CVs or link to website
____Responsible department(s) or unit(s)  ____Signature sheet (www.ksu.edu/registrar/ccap)
____CIP Code (contact Office of Planning and Analysis)

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
1. 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