

**TBR SUMMARY FORM
INSTRUCTIONS and EXAMPLES**

**FORM: SUM (Summary) (No more than 2 pages + attachments)
(Required for All Proposals)**

Don't alter contents of form. If an item on this form is not applicable for the proposal, enter NA.

Complete this form after the other forms are completed so you can adequately summarize the contents of the proposal and not be overly repetitive.

INSTITUTION: East Tennessee State University

PROPOSAL: Identify proposal exactly as presented on the Cover form

EFFECTIVE DATE: Identify proposed implementation date as on the Cover form

PURPOSE (Goals and Objectives): This section has three parts: purpose of the proposal, objectives expected to be met, and student learning outcomes (if appropriate). Form PJ: Program Performance and Justification, if necessary for the proposal, requires statements on evaluation, which refer back to the statements in this section. Orient your purpose and program objectives (what the department expects to accomplish) toward student education. Suggested lead-ins are:

The purpose of this proposed (name action) is

The objectives of this proposal are:

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The expected student learning outcomes are:

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CURRICULUM: If proposing a new degree, concentration, or substantive revision of a current degree, the items requested are clear. However, if proposing a certificate or minor, it is less clear. Put the number of semester hours for the certificate or minor in the major field core curriculum component. If proposing a non-curricular action, enter NA.

The proposed program requires completion of 120 semester credit hours **(for undergraduate programs)** distributed as follows:

<u>Curriculum Component</u>	<u>Hours Required</u>
General Education	
Major Field Core	
Concentration	

Electives
Other (specify)
TOTAL:

Example: 3 new courses with 9 credit hours

No. of new courses: _____ with _____ credit hours

NEED: *If your proposal requires Form PJ: Program Performance and Justification, write the complete Evidence of Demand and Need section first in Form PJ. After that is completed, write a summary—a solid paragraph--and refer to text in Form PJ.*

IMPACT: *In this section, you should speculate on both the positive and negative impact that your proposed academic action may have on your existing academic programs. For instance, the creation of a new major and/or concentration, etc. may very well impact your existing programs.*

This is basically a So What? section explaining the anticipated positive consequences of the action if approved. Discuss the educational benefits for students, potential marketability, etc.

If a program termination is involved in the proposal include a statement of anticipated negative impact or enter a no anticipated negative impact statement.

PLANS FOR ACCREDITATION: (Professional accreditation and SACS notification
(If Applicable) if required.)

You need at least two sentences here: one about discipline accreditation and one about SACS notification. If there is professional accreditation, name the accreditation agency and timeline for application. If there is not such an agency, state that there is no accreditation agency for the discipline. Usually, SACS notification is not required, unless this is an online program to which we would notify SACS. The SACS liaison can advise.

ATTACHMENT(S): Regional Articulation Committee
(If Applicable) Recommendation (s)

Enter NA for all proposals