

NEW ACADEMIC PROGRAM PROPOSAL (NAPP)

Degree and Title

Note: Instructions are presented in red font. When a response is entered, delete the instructions.



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PART I

LETTER OF NOTIFICATION

1. *Insert THEC approved Letter of Notification (LON).*
2. *Insert response to THEC issues and concerns.*

*These items will be added at the conclusion of the NAPP review when both parts go to THEC.*



PART II

NEW ACADEMIC PROGRAM PROPOSAL

*Enter degree designation and name of proposed program*

**Implementation Timeline**

Provide a timeline which includes the following items:

|  |  |
| --- | --- |
| Accreditation Considerations | *Considerations for professional disciplinary accreditation organizations and/or SACSCOC, if applicable.* |
| External Site Visit Dates | *Proposed dates for the external judgment site visit.* |
|  External Report Submission | *Estimated date of submission of the external review report to THEC and the institution (within 30 days after the site visit).* |
| ETSU Board of Trustees | *Proposed date of the institutional governing board meeting the new academic program would be considered for approval.* |
| THEC Commission Consideration | *Proposed date of the THEC meeting for the academic program to be considered for Commission approval. (2019 or 2020 Commission Meeting.)* |

**Curriculum**

*An adequately structured curriculum which meets the stated objectives of the academic program, and reflects breadth, depth, theory and practice appropriate to the discipline and the level of the degree. The curriculum should be compatible with disciplinary accreditation, where applicable, and meet the criteria for the general education core as well as articulation and transfer.*

Program Learning Outcomes

*Provide the academic program learning outcomes. Focus on program outcomes that reflect the specific knowledge and skills one expects students to acquire as part of their educational experience in the proposed program.*

At the conclusion of this degree program, the student is expected to

* Create a bulleted list of 8-10 outcomes.
* Etc.
* Etc.

See Appendix X for curriculum mapping of courses to outcomes. *This appendix indicates each learning outcome (vertically) and course numbers across the top. Put in an “x” under each course that addresses one or more outcomes.*

Academic Program Requirements

*Include the minimum number of semester credit hours (SCH), required courses, (course prefix and number, title, SCH) and any special requirements, including thesis, internships, practicum, etc.*

1. Summary *(choose appropriate table; delete other)*

For Undergraduate

|  |  |
| --- | --- |
| Component | Required Credits |
| General Education | 41-42 |
| Major |  |
| Concentrations |  |
| Guided Electives |  |
| General Electives  |  |
| Capstone  |  |
| Total | 120 |

 For Graduate

|  |  |
| --- | --- |
| Component | Required Credits |
| Major |  |
| Concentrations |  |
| Guided Electives |  |
| General Electives  |  |
| Culminating Experience |  |
| Total |  |

1. General Education (41-42 credits) *Identify if there are any specific general education courses within the categories/add rows when necessary. Only add if an undergraduate program is proposed; delete is it is a graduate program.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Category  | Credits | Specified Course within Category  | Credits |
| Communication | 9 | *Rubric-number-title* |  |
| Humanities & Fine Arts | 9 |  |  |
| Social & Behavioral Sciences | 6 |  |  |
| History | 6 |  |  |
| Natural Sciences | 8 |  |  |
| Mathematics  | 3-4 |  |  |
|  | 41-42 |  |  |

1. Major Core (for UG)or major (for Grad) *(XX credits)
add rows when necessary*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Concentration(s) *(XX credits) or (X-X credits)
add rows when necessary; do one set per proposed concentration*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Guided Electives *(XX credits) or (X-X credits)
add chart as above if specific courses or make statement such as “Chosen in consultation with advisor.”*

*add or delete rows when necessary*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Current Courses and Existing Programs

*List current courses and existing institutional programs which will affect the proposed academic program.*

*Add rows when necessary for existing courses that are part of the major/concentration/guided electives.*

Current Courses

|  |  |  |
| --- | --- | --- |
| Course | Title | Credits |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Existing ETSU Programs

*Name other ETSU programs that be affected (positive or negative) by the addition of the proposed program.*

|  |  |
| --- | --- |
|  |  |
|  |  |

New Courses Needed

*List any new course which must be added for the academic program and include a catalog description for each of these courses.*

*Add rows if needed.*

|  |  |  |
| --- | --- | --- |
| Course | Title | Credits |
| *Rubric, number* | *Title* | # |
| Description | *Text here* |
| *Rubric, number* | *Title* | # |
| Description | *Text here* |
| *Rubric, number* | *Title* | # |
| Description | *Text here* |
| *Rubric, number* | *Title* | *#* |
| Description | *Text here* |

Distance Learning

*Indicate whether this program will be offered via distance learning and which courses are available via distance learning.*

Course Syllabi

See Appendix X for Existing and Proposed Syllabi

*Provide syllabi for existing and proposed courses.*

*List course names: Existing and Proposed; put in alpha order in test and Appendix X*

Existing Courses

* *Rubric, Course number, Title, Credits*
*

Proposed Courses

* *Rubric, Course number, Title, Credits*
*

**Academic Standards**

*Admission, retention and graduation standards should be clearly stated, be compatible with institutional or governing board policy, and encourage high quality. If there are any specific ones for the proposed degree state them after a summary statement regarding ETSU standards.*

|  |  |
| --- | --- |
| Admission | *Text here* |
| Retention | *Text here* |
| Graduation | *Text here* |

**Equity**

*Provide information regarding how the proposed program will recruit, retain, and graduate a diverse population of students including underserved and historically underrepresented students.*

|  |  |
| --- | --- |
| Diverse Student Population | *Text here* |
| Underserved Student Population | *Text here* |
| Historically Underrepresented Students | *Text here* |

**Program Enrollment and Graduates**

*Provide the projected number of declared majors and graduates expected over the first three years (associate and certificate), five years (baccalaureate and master’s programs), or seven years (doctoral programs). (Consult ETSU Institutional Research for official data; do not guess. THEC will consult data submitted by ETSU).*

1. Projected Number of Declared Majors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| 20xx-20xx | 20xx-20xx | 20xx-20xx | 20xx-20xx | 20xx-20xx |
| *Data here* | *Data here* | *Data here* | *Data here* | *Data here* |

1. Projected Number of Graduates

*Data includes graduates for Summer, Fall, Spring*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| 20xx | 20xx | 20xx | 20xx | 20xx |
| 0 | *Data here* | *Data here* | *Data here* | *Data here* |

*The first few years will have zero entered.*

**Administrative Structure**

*Provide an organizational chart to include the administrative unit and program director that will be responsible to ensure success of the proposed academic program.*

**Faculty Resources**

*Current and/or anticipated faculty resources should ensure a program of high quality. The number and qualification of faculty should meet existing institutional standards and should be consistent with external standards, where appropriate. The adequacy of the number of faculty should be paramount in the planning process as institutions build increasing numbers of interdisciplinary and cross-disciplinary academic programs.*

Current Faculty

*List the name, rank, highest degree, primary department and estimate of the level of involvement of all current faculty members who will participate in the program. If the proposed academic program is at the graduate level, designate current graduate faculty status in relation to eligibility to chair thesis and/or dissertation. Attach a three page vita for each faculty member listed including relevant related activities for the past five years.*

*Do alphabetical list*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Degree | Discipline, Rank, Primary Department | Course(s)Credits  | Teaching FTE in Program |
| *Last name, first name, initial* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

FTE is based on 15 credits for an undergraduate program and 12 credits for a graduate program.

Anticipated Faculty

*Describe the additional faculty needed during the next five years for the initiation of the program and list the anticipated schedule for addition of these faculty members. Add rows if needed; put N/A if appropriate. Identify search information regarding required degree/discipline and if full-time or part-time.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Calendar  | Degree | Discipline | Teaching FTEIn Program | FT/PT |
| Year 1 |  |  |  |  |
| Year 2 |  |  |  |  |
| Year 3 |  |  |  |  |
| Year 4 |  |  |  |  |
| Year 5 |  |  |  |  |

Student/Faculty Ratio

*The student/faculty ratio for the proposed program should be included in the documentation.*

**Library and Information Technology Resources**

*Provide documentation to demonstrate adequate library and information technology resources to support a high quality academic program, which meets recognized standards for study at a particular level or in a particular field.*

Library and Information Technology Acquisitions Needed

*Describe additional library and information technology acquisitions needed during the first three years (associate and certificate), five years (undergraduate and master’s programs), or seven years (doctoral program) for the successful initiation of the academic program.*

|  |  |  |
| --- | --- | --- |
| Resources | Existing | Anticipated |
| Library  | *Text here**Refer to Appendix X for Library Adequacy Report* | *Text here* |
| Information Technology | *Text here**Refer to Appendix X for Information Technology Resources* | *Text here* |

**Support Resources**

*Provide documentation to demonstrate adequate support resources including support staff, student advising resources, arrangement for clinical or other affiliations, and professional development for faculty necessary for a successful academic program.*

* Evidence of Willingness to Partner - *Provide evidence of established partnerships with appropriate entities which can include business, government, education, and healthcare institutions.*
* *Other Support Currently Available - Include support staff, university and non-university assistance.*
* *Other Support Needed - List additional staff and other assistance needed during the first three years (associate and certificate), five years (baccalaureate and master’s programs), or seven years (doctoral programs).*

*Indicate N/A if needed*

|  |  |  |
| --- | --- | --- |
| Resources | Existing | Anticipated |
| Support Staff | *Text here* | *Text here* |
| Student Advising | *Text here* | *Text here* |
| Clinical or Other Affiliations | *Text here**Established partnerships: Business, government, education, and healthcare institutions* | *Text here* |
| Professional Development for Faculty | *Text here* | *Text here* |
| Evidence of Willingness to Partner | *Text here* | *Text here* |
| Other Support  | *Text here**Staff, university, and non-university support* | *Text here**Needed during number of required reporting years* |

**Facilities and Equipment**

*Provide documentation to demonstrate adequate existing and/or anticipated facilities and equipment. New/or renovated facilities required to implement the program should be clearly outlined by amount and type of space, costs identified and source of funds to cover costs.*

*Existing Facilities and Equipment - Assess the adequacy of the existing physical facilities and equipment available to the proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.*

*Additional Facilities and Equipment Required or Anticipated - Describe physical facilities and equipment that will be required/anticipated during the first three years (associate or certificate programs), five years (undergraduate and master’s programs), or seven years (doctoral programs).*

|  |  |  |
| --- | --- | --- |
| Resources | Existing | Anticipated |
| Facilities | *Text here* | *Text here* |
| Anticipated | *Text here* | *Text here* |

**Marketing and Recruitment Plan**

*Provide a plan, including marketing and recruitment, to ensure all prospective students will have equitable access to the program so as not to impede the state’s commitment to diversity and access in higher education. Identify any budget implications in the THEC Financial Projection Form*.

**Assessment and Evaluation**

*Although the primary responsibility for academic program quality rests with the institution and its institutional governing board or its system, THEC considers pertinent information to verify high standards have been established for the operation and evaluation of the programs. Evidence must be proposed to demonstrate that careful evaluation is undertaken periodically throughout the lifetime of the academic program indicating:*

* *The schedule for program assessments or evaluations, (including program evaluations associated with Quality Assurance Funding, institutional program review, student evaluations, faculty review, accreditation, and employer evaluation),*
* *Those responsible for conducting program assessments or evaluations, and accreditation, and*
* *A plan for how results will inform the program post-approval.*

|  |  |
| --- | --- |
| Schedule for Program Assessment and Evaluation | *Text here* |
| Assessment and Evaluation Responsibilities | *Text here* |
| Post-Approval Use of Results | *Text here* |

**Accreditation**

*Where appropriate, professional disciplinary accreditation organizations should be identified. Any substantive change that requires a SACSCOC review should be indicated (consult the ETSU SACSCOC Liaison).*

|  |  |
| --- | --- |
| Professional DisciplinaryAccreditation Organization | *Text here**Text here* |
| SACSCOC  | *Text here* |

Funding/Financial Projections

*A budget narrative that complements the budget projections on the THEC Financial Projection Form should be included.*

*The narrative must address the institution’s capacity to deliver the proposed program within existing and projected resources including an explanation of the current departmental budget in which the proposed program will be housed and estimated additional costs for the first three years (associates degree), five years (undergraduate and master’s degrees), or seven years (doctoral degrees) for the proposed program. Please note that these costs for each year are incremental costs not cumulative costs. Include all accreditations costs and proposed external consultations as related to accreditation. Identify any grants or gifts which have been awarded or anticipated.*

Expenses

|  |
| --- |
| One-Time Expenditures |
| Item | Expenditure Description*Identify year of the expenditure*  | Total Expenditure |
| New/Renovated Space | Explain needs or enter N/A | $ |
| Equipment | *Identify list of needed equipment or enter N/A* | $ |
| Library | *Consult library for verification that current holdings are sufficient. If not, what would it cost to be sufficient?* | $ |
| Consultants | *A consultant for external review (required) will be approximately $1000 per day plus travel/hotel/meal expenses. A baccalaureate or master’s degree will be at least one day (not counting travel days); a doctorate will be at least two days. Additionally, a program may hire a consultant for development.*  | $ |
| Other (specify) | List by item other one-time expenses associated with the implementation of the program.  | $ |
| TOTAL | One-Time Expenditures | $ |
| Recurring Expenditures |
| Item | Expenditure Description *List costs for required proposal years (1, 2, 3, 4, 5, 6, 7)* | Total for Years5 or 7 |
| Administration Salary | *Identify start year (Increase salary by 3% each year)* | $ |
| Administration Benefits | *Benefits are calculated as 20% of the Salary and Stipend amounts plus $$ for health insurance (check with Budget Office), check with Budget. The benefits increase each year as salary increases.* | $ |
| Faculty Salaries | *Identify start year (Increase salary by 3% each year) for each projected faculty* | $ |
| Faculty Benefits | *Benefits are calculated as 20% of the Salary and Stipend amounts plus health insurance.  The benefits increase each year as the salary increases.* | $ |
| Support Staff Salary | *Identify start year (Increase salary by 3% each year)* | $ |
| Support Staff Benefits | *Benefits are calculated as 20% of the Salary and Stipend amounts plus health insurance.  The benefits increase each year as the salary increases.* | $ |
| Graduate Assistants | *Identify start year. State 9 or 12-month salary and add tuition and fee amounts based on current tuition and fees, with a 5% increase each year. Use the projected students data entered at the beginning of this section.*  | $ |
| Operating | *Identify operating needs: phones, supplies, travel, advertising, printing*  | $ |
| TOTAL | Reoccurring Expenditures | $ |

Revenues

|  |  |  |
| --- | --- | --- |
| Item | Revenue Description*Discuss revenue for required proposal years (1, 2, 3, 4, 5, 6, 7)* | Total Revenue  |
| Tuition and Fees (tuition) |  | $ |
| Course Fees |  | $ |
| Institutional Reallocations |  | $ |
| Grants |  | $ |
| TOTAL | Revenues | $ |

Expenditure/Revenue Summary

|  |  |  |
| --- | --- | --- |
| Year | Expenditure | Revenue |
| 1 | $ | $ |
| 2 | $ | $ |
| 3 | $ | $ |
| 4 | $ | $ |
| 5 | $ | $ |
| 6 | $ | $ |