2021-2022 #04 Graduate New Academic Program Form
Program

General Catalog Information ▼

Select *Program* below, unless creating an Acalog *Shared Core.*

Type of Program: *
- ⚪ Program
- ⚪ Shared Core

Read before you begin

1. TURN ON help text before starting this proposal by clicking ⓘ in the top right corner of the heading.

2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.

3. LAUNCH proposal by clicking ▶ in the top left corner.

Proposed Implementation Date:

Please see the Implementation Timeline to assist you in determining the earliest implantation date available for your proposal.

Semester*		**Year***	

Department: *

Title of Program: *

Program Type: *

Degree Designation: *

APSU program requirements are consistent across locations and delivery Methods.

Anticipated Delivery Site *
- ☐ Clarksville Campus
- ☐ Fort Campbell Campus
- ☐ Both

Delivery Method* ☐ Traditional (Face-to-Face)
☐ Online
☐ Hybrid (a combination of course delivery methods)
☐ Traditional (Face-to-Face) and Online

Visit **NCES** for assistance determining CIP Code.

CIP Code:*

Academic Program Liaison (APL):

Lynne S. Crosby, PhD
Senior Vice Provost and Associate Vice President for Academic Affairs
SACSCOC Accreditation Liaison
931-221-7676
crosbyl@apsu.edu

Description of Information required:

Background Concerning Academic Program Developement:

Provide a short narrative describing the circumstances that sparked the initiation and development of the proposed academic program.

Purpose and Nature of Academic Program:

Provide a general overview of the program including a description of the academic program, the target audience, purpose, program outcomes, the delivery method (on-ground, online, hybrid, etc.), and any other pertinent information.

Background Concerning Academic Program Development*

Purpose and Nature of the Program:*

Explain how the graduate program is progressively more advanced in academic content and rigor than the undergraduate program in the same discipline.*

Explain how the program will utilize the knowledge of literature in the discipline.*

Explain how the program will ensure ongoing student engagement in research and/or appropriate professional practice and training experiences. *

Follow these steps to propose courses to the new program curriculum:

Step 1

☰ There are two options to add courses for proposed changes: "Add Course" and "Import Course." For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new classes that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on ☰ "View Curriculum Schema." Click on the area/header of the program where you would like to add/remove courses. When you click on "Add Courses" it will bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the ✖ and proceed.

Step 3

Attach the Graduate Degree Map for the program.

Program Description: *

Curriculum: * [   ]

Will your program allow courses to be utilized in other majors, concentrations, or minors? *   ◯ Yes   ◯ No

If you answered Yes to the above, please complete the following questions:

Should this program share courses with other majors?   ◯ Yes   ◯ No

Should this program share courses with other concentrations in the same major?   ◯ Yes   ◯ No

Should this program share courses with minors?   ◯ Yes   ◯ No

Program Student Learning Outcomes: *

Does this program require completion of an Oral Comprehensive Exam?* ⚪ Yes ⚪ No

Does this program require completion of a Written Comprehensive Exam?* ⚪ Yes ⚪ No

Fit with Institutional Strategic Plan and Mission

In the field below, address how the proposed program modification will further the mission and strategic plans of APSU, the Department and THEC Master Plan. Please review the following:

APSU Mission and Vision Statements
Leading through Excellence 2015-2025 APSU Strategic Plan
Department mission and goals in the Institution Effectiveness Process
THEC Master Plan

Fit with Institutional Strategic Plan and Mission:*

Background (State the rationale):*

If modification is based on recommendation from an accrediting agency, please submit accreditor letter.

Impact:

Institutional Capacity to deliver the proposed academic program will address how the proposed program will impact the overall capacity of the institution including potential lost enrollment to other majors/programs, collaborative agreements between departments, etc.

Impact:*

Academic Standards

Clearly state the admission, retention (progression) and graduation requirements. Explain how these requirements are compatible with institutional or governing board policy, and demonstrate high quality.

Please attach a PDF of course syllabi by navigating to the Proposal Toolbox and clicking ⊞ in the top right corner.

Academic Standards:*

Distance Learning

Indicate whether the program will be offered via distance learning and which course are available online.

Distance Learning:*

Diversity

Provide information regarding how the proposed program will serve a diverse population of students (e.g., adult learners, students working and unable to relocate, students with preference for various delivery modes) or an underserved, historically underrepresented population of students or international students.

Diversity:*

Program Enrollment and Graduates

Provide the projected number of declared majors and graduates expected over the following:

First five years (master's programs):*

First seven years (doctoral programs):*

Provide the *administrative unit* and *program director* that will be responsible to ensure success of the proposed program.

Administrative Structure:*

Feasibility Study (required)

Student Interest:*

Local and regional need/demand:*

Employer need/demand:*

Future sustainable need/demand:*

Faculty Resources

Current and/or anticipated faculty resources should ensure a program of high quality. Please address the following:

The number and qualification of faculty that meet existing institutional standards and should be consistent with external standards, where appropriate.
The adequacy of the number of faculty. Please also address whether the proposed program is interdisciplinary and cross-disciplinary and how faculty numbers are sufficient.

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

Faculty Resources:＊

Current Faculty – Include the following:

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 program is at the graduate level, designate current graduate faculty status in relation to eligibility to chair thesis and/or dissertation committes.
Attach a three-page vita for each faculty member listed including relevaent related activities for the past five years.

Current Faculty:＊

Anticipated Faculty – Include the following:

Describe the additional faculty needed during the next five years for the initiation of the program
List the anticipated timeline for addition of these faculty members.

Anticipated Faculty:＊

Library and Information Technology Resources

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

Library and Information Technology Acquisitions Needed – Include the following:

Describe additional library and information technology acquisitions needed for the following program levels to address the successful initiation of the program:

Doctoral Program: First seven years
Master's Programs: First five years

Library and Information Technology Resources:＊

Support Resources

Provide documentation to demonstrate adequate other existing and/or anticipated support resources, including the following:

Support staff resources
Student advising resources
Arrangement for clinical or other affiliations
Professional development for faculty necessary for a successful program.

Support Resources:

Evidence of Willingness to Partner

Include government, education, health and business entities.

Evidence of Willingness to Partner:*

Other Support Currently Available

Include support staff, university and non-university assistance.

Other Support Currently Available:*

Other Support Needed

List additional staff and other assistance needed for the following time frames depending on the program level/type:

- Certificate (Graduate) Program: First three years
- Master's Programs: First five years
- Doctoral Program: First seven years

Other Support Needed:*

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.

Existing Facilities and Equipment:*

Additional Facilities and Equipment Required or Anticipated

Describe the physical facilities and equipment that will be required/anticipated during the first three years (associate or certificate programs), 5 years (undergraduate and master's programs) or 7 years (doctoral programs)

Additional Facilities and Equipment Required or Anticipated:*

Marketing and Recruitment Plan

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 (Post Geier).

Note: Programs may not be advertised nor students admitted prior to THEC Commission approval. If SACSCOC approval is required, advertising must clearly state that SACSCOC approval is pending. No student may be admitted prior to SACSCOC approval.

Marketing and Recruitment Plan:*

Assessment/Evaluation

Although the primary responsibility for program quality rests with APSU, THEC considers pertinent information to verify that 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 program indicating:

> The schedule for program assessments or evaluations, (including program evaluations associated with Quality Assurance, 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 assessments or evaluations:*

Those responsible for conducting program assessments or evaluations, and accreditation:*

Plan for how results will inform the program post-approval:*

Accreditation

Where appropriate, professional disciplinary accreditation organizations should be identified. The proposed accreditation timeline must be submitted.

Please indicate if this proposal program constitutes a SACSCOC Substantive Change.

Accreditation:*

Program Costs/Revenue

Provide supporting documentation that program costs will be met from internal reallocation, tuition and fees or from other sources such as grants and gifts. Consideration must be given to all one-time and recurring fees associated with the implementation of and long-time support of the program. Fees may include, but are not limited to, the following items:

- Additional faculty needs
- Additional administrative and clerical support
- Accreditation costs
- Cost of travel, recruitment, annual meeting attendance, etc.
- Equipment
- Technology
- Materials (e.g., library subscriptions to databases, etc.)

Program Costs/Revenues: *	

Funding

Provide a brief narrative of the budget projection using the THEC *Financial Projection form* that documents the institution's capacity to deliver the proposed program within existing and projected resources must be submitted 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 (associate degrees), 5 years (undergraduate and master's degrees) or 7 years (doctoral degrees) for the proposed program.

Please note that the costs for each year are incremental costs not cumulative costs. Include all accreditation costs and proposed external consultations as related to accreditation.

Identify any grant or gifts which have been awarded or anticipated.

Funding: *	

Existing program offered at public and private Tennessee Institutions.

List all programs within the CIP code definition at the same level (Master's or Certificate) currently offered in public and private higher education in Tennessee. *	

Are additional library resources needed to support the program? *	◯ Yes ◯ No

Does this proposal require Teacher Education Council Chair approval? *	◯ Yes ◯ No

Does this require SACSCOC approval? *	◯ Yes ◯ No

Attachment List

Please attach any required files by navigating to the Proposal Toolbox and clicking 🔳 in the top right corner.

Attached* ☐ I have attached the THEC Financial Projection form.

Attached* ☐ I have attached the Three-page vita for each faculty member listed including relevant related activities for the past five years.

Attached* ☐ I have attached all course syllabi.

Acknowledge* ☐ I understand that the proposed program may require SACSCOC approval, which would require additional paperwork and may impact the proposed implementation date.