

INSTRUCTIONS FOR REQUEST OF STATE BOARD APPROVAL OF NEW PROGRAMS:

STAGE I:

The purpose of Stage I is for each campus to announce their intent to develop a formal new academic request prior to making a significant investment in developing the program.

1. A Stage I announcement must be submitted for the following:
 - A. A new program or certificate; or
 - B. A new distance education program

2. The announcement **requires** the following information and should be included for Stage I (template attached below):
 - A. A brief (paragraph) description of the program,
 - B. A short paragraph describing the relationship of the program to the campus mission,
 - C. A short paragraph describing the relationship of the program to the 2000 Higher Education Roundtable, and
 - D. A short paragraph regarding employer demand.
 - E. **The type of funding necessary to implement the program. Information regarding resources for the program must be submitted as an attachment to the Stage I template (on a separate page).**

3. Once written, the template should be routed to the following for approval (see routing slip below):
 - A. Department Chair,
 - B. College Dean(s),
Note: The College of Arts and Science requires that the Stage I be reviewed and approved by the department and college curricular committees prior to the dean's review.
 - C. Online/Distance Education Representative (distance/online programs only),
 - D. Graduate Dean (graduate programs only),
 - E. VPAA Academic Cabinet, and
 - F. Provost and Vice President for Academic Affairs.

4. Upon approval by the Provost, an electronic copy of the approved Stage I announcement will be requested by the Provost's office. The announcement will then be forwarded to the North Dakota University System for approval of the AAC and Chancellor's Cabinet. Fully approved proposals must be received in the Provost's Office well in advance of the AAC deadline (10 working days before the next AAC meeting).

5. Once approved by the Chancellor's Cabinet, the Provost's Office will notify the contact person that a Stage II proposal will be considered (although departments may begin work on the Stage II proposal at any time, they may not be submitted until the Stage I proposal is approved by the State Board). A Stage I approval allows for a department to submit a Stage II proposal within two years. If a Stage II is not submitted within the two year period, a new Stage I proposal would be required.



STAGE I NEW PROGRAM, CENTER OR INSTITUTE REQUEST

PROGRAM NAME: _____

College/School/Center: _____

Department: _____

Contact Person: Name: _____

Phone: _____ E-Mail: _____

SIGNATURES: If disapproved or approved with reservations, attach rationale for such action.

DEPARTMENT CHAIR:

Signature: _____ Approve Disapprove

Printed Name: _____ Date: _____

COLLEGE DEAN:

Signature: _____ Approve Disapprove

Printed Name: _____ Date: _____

ONLINE AND DISTANCE EDUCATION REPRESENTATIVE (DISTANCE/ONLINE PROGRAMS ONLY):

Signature: _____ Approve Disapprove

Printed Name: _____ Date: _____

GRADUATE DEAN (GRADUATE PROGRAMS ONLY):

Signature: _____ Approve Disapprove

Printed Name: _____ Date: _____

VPAA ACADEMIC CABINET:

Signature: _____ Approve Disapprove

Printed Name: _____ Date: _____

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS:

Signature: _____ Approve Disapprove

Printed Name: _____ Date: _____

Stage I
Programs Under Consideration for Development or Extension
to a New Site within Two Years
Last Edited

Approval Status	Date Announced	Campus	Policy	Program Under Consideration	CIP Code	Degree Code (See Key) ¹	Existing Program to New Site	Anticipated Start Date	Method of Delivery (See Key) ²	Collaborative Program	Possible Sites	Funding Code (See Key) ³
P		UND										

Program Description:

Mission:

Roundtable Recommendations:

Employer Demand:

NOTE: Information regarding resources for the program must be submitted as an attachment to the Stage I template (on a separate page).

Degree Code¹

CP=Certificate Program
AAS=Associate of Applied Science
AA=Associate of Arts
AS=Associate of Science
DP=Diploma Program
B=Bachelors
M=Masters
S=Specialist
Ph.D.=Doctoral

Method of Delivery²

Multiple delivery options or requirements are included in parenthesis separated by commas e.g. (I,O,OC). Stand alone delivery methods (complete programs) are separated by commas e.g. O,T. A new program to be available on campus and off campus through a combination of off campus in person and online would be coded as: T, (OC,O)

C=Correspondence
I=IVN
O=Online
OC=Off-Campus/In Person
T=Traditional
V=Videotape

Funding Code³(Can use more than one except when using code S)

A=Additional Tuition Collections
G=Grant or Contract
N=New State Funds (other than tuition) required (Always Bold)
R=Re-allocation
S=Self Support
E=Existing

Approved Status Code

P=Proposed, no final action by AAC
N=Not recommended by AAC
A=Recommended by AAC
CC=Recommended by Cabinet
C=Approved by Chancellor (always bold)
B=Approved by Board (always bold)

The purpose of this form is to communicate planning information to maximize intercampus collaboration and cooperation. Programs listed on the form have not been approved and a listing by one campus does not prevent a similar listing by another campus. Certificates of Completion and other short-term programs (less than certificate programs, see Board Policy 409) are not listed here.

Data in this table reflect the best information currently available. Monthly additions are presented in bold print and deletions in overstrike.

G:\gina\400\02-03\ Stage I template.doc\Connie G 10-06-04

STAGE II:

Upon approval of the Stage I announcement by the State Board of Higher Education, the Provost's Office will notify the contact person that a Stage II proposal will now be considered. A Stage I approval allows for a department to submit a Stage II proposal within two years. If a Stage II is not submitted within the two year period, a new Stage I proposal would be required.

The Stage II formal request **requires** the information as is listed below. Once written, the Stage II proposal should follow the proper university curricular channels (go to <http://www.und.nodak.edu/dept/registrar/curriculum/forms/newprog.doc> to obtain the "New Academic Program Routing Sheet.") Please note that all signatures on the "New Academic Program Routing Sheet" are required.

EXECUTIVE SUMMARY (limit to two pages): *Please address each of the following:*

- **Need:** *Address student need for this program; employment availability for student completing this program; and how need was assessed.*
- **Cost:** *Estimate the cost of implementing and maintaining the program. Briefly describe existing resources (equipment, facilities, personnel, library materials, etc) that are available to support this program. Identify any additional resources which will be required now or in the future, and the status of those resources. New funds are or are not being requested at this time.*
- **Accreditation:** *Respond to the following questions if applicable: Does the institution plan to seek the approval of a professional accreditation association? If yes, does the proposed program meet the requirements of that association?*
- **Relationship to the Institution:** *Describe the relationship of the proposed program to existing programs and campus mission. If appropriate, describe inter-departmental, inter-college, or other intra-institutional relationship.*
- **Program Delivery:** *How will this program be offered? Will the program delivery be traditional or distance education? If the program is to be offered through a distance education medium, what is the medium (e.g. IVN, Internet, video tape exchange)?*
- **Viability:** *Provide an estimated number of students who will enroll and complete each year in the new program; the number of students who will be served each year in a distance education program; or the number of clients who will be served each year in a center request.*
- **Duplication:** *Does the proposed program duplicate or augment others in the System? Is there potential duplication of other program client bases?*
- **Relationship to the Roundtable:** *In one or two paragraphs, describe the impact of this program on the Roundtable cornerstones (economic development, education excellence, flexible and responsive system, accessibility, funding and rewards and sustaining the vision). You do not need to address each cornerstone individually.*

I) **REQUEST DETAIL:** *The Request Detail is an in depth review of the areas covered in the Executive Summary along with the relationship of the proposed new program with the 2000 Higher Ed. Roundtable.*

1) Program Objectives (also necessary for Stage 1)

Describe the objectives of the proposed program including any special strengths and/or unique features and relate them to the institutional mission, approved role and scope statement, and long-range academic plan as applicable.

2) Cost and Resources

Estimate the cost of implementing and maintaining the program. Also, describe existing resources (equipment, facilities, personnel, library materials, etc.) that are available to support this program. Identify any additional resources, which will be required now or in the future.

*** If no new state funds are being requested, an Academic Request Budget Worksheet for Proposals Which Do Not Involve New State Funds is to be completed and submitted. (See Appendix A)

*** If new state funds are being requested (i.e. in addition to tuition) the budget information would be expanded to reflect FTE information and the budget over an entire program delivery cycle. The Academic Request Budget Worksheet for Proposals Which Do Involve New State Funds is to be completed and submitted (See Appendix B).

3) Accreditation Requirements

Respond to the following questions if applicable: Does the institution plan to seek the approval of a professional accreditation association? If yes, does the proposed program meet the requirements of that association?

4) Relationship of the Program Internally and Externally to the Campus

- To the institution: Describe the relationship of the proposed program to any existing programs. If appropriate, describe the inter-departmental, inter-college, or other intra-institutional relationships.
- To the system: Describe the relationship of the program to other state System institutions. Is the program collaborative in design? Does the proposed program duplicate or augment others in the System? Is there potential duplication of other program client bases?
- To the region: List programs elsewhere in the region which have a similar title or offer similar instruction and explain any major distinctions between the proposed program and the other programs. List the institutions, public or private, which offer them. (Note: Region is defined on the basis of the clientele to be served and the nature and scope of the program involved.)

5) Relationship to the Roundtable Recommendations (also necessary for Stage 1)

A) **Economic Development Connections:** *Direct connections and contributions of the*

University System to the economic growth and social vitality of North Dakota. How does this program contribute to economic growth? How does this program meet the information, training, and technology development and transfer needs of businesses, industries, and communities? What are the career opportunities? What are the workforces need of employers and salary?

- B) **Education Excellence:** *High quality education and skill development opportunities which prepare students to be personally and professionally successful, readily able to advance and change careers, be life-long learners, and knowledgeable contributing members of an increasing global, multicultural society. How do the students, employers and professional organizations have input into the curriculum of this program? What “practice experience” in business and industry will this program provide?*
- C) **Flexible and Responsive System:** *A University System environment responsive to the prioritized needs of its clients and serves as a model of flexible, empowering, competitive, entrepreneurial, and rewarding organization for a new economy in a rural state. How has flexibility been expanded? How is this program being responsive to the employer community?*
- D) **Accessible System:** *A University System, which is proactively accessible to all areas of ND and seeks students and customers from outside the state? It provides students, business, industry, communities, and citizens with access to educational programs, workforce training opportunities, and technology access and transfer- and does so with the same performance characteristics as described in the “Flexible and Responsive” cornerstone. Who is being served by non-traditional means? How is access being provided? What is the number of resident and non-resident, part-time and place-bound learners who will be able to take advantage of increased access to education and training opportunities?*
- E) **Funding and Rewards:** *A system of funding, resource allocation, and rewards that assures quality and is linked to the expressed high priority needs and expectations of the University System – assures achievement of the expectation envisioned. How does this program contribute to the economic development generation of the state, matching the expectations of the University System with the revenue generation capacity of the state and System? Does this program include interagency collaborative arrangements? Partnering arrangements with the private sector? Increased research investments beyond general fund sources?*
- F) **Sustaining the Vision:** *A structure and process which assures the University System for the 21st century, as described by these cornerstones, remains connected, understood, relevant, and accountable to the present and future research, education, and public service needs of the state and its citizens – sustaining the vision. How does this program work toward the proposed vision?*

6) Program Requirements

List the program course requirements. Include in the lists of existing and new courses: course discipline/prefix, course number, course title, and the number of semester hours offered for the course. (Instructions on how to prepare the required documents to establish new courses can be found at <http://www.und.nodak.edu/dept/registrar/curriculum/forms/crsdel.doc> .) Please note

that new courses should be established concurrently or prior to the Stage II proposal being submitted.

7) Program Viability

Provide an estimated number of students who will enroll and complete each year in the new program; or the number of students/clients who will be served each year in distance education and/or center requests.

8) Program Assessment/Evaluation

Describe the plan for evaluating the success of the proposed program. Who will do the evaluation? What will be the basis of the evaluation? When will it occur? How will the results be acted upon?

9) Program Delivery

Describe the plan for delivering this program. Will the program delivery be traditional or distance education? Is the program is to be offered through a distance education medium? What is the medium (e.g. IVN, Internet, videotape exchange)? Approval to deliver a program off-campus does not guarantee times, dates, and receiving sites for any distance education medium.

II) BUDGET

III) LETTERS OF SUPPORT

❖ Once written, the Stage II formal request must be routed to the following for approval (click on: <http://www.und.nodak.edu/dept/registrar/curriculum/forms/newprog.doc> to obtain routing sheet.

- A. Department Chairperson,
- B. College Curriculum Committee Chair,
- C. School/College Dean,
- D. Online/Distance Education Representative (if distance/online program)
- E. Graduate School Dean (if graduate program)
- F. University Curriculum Committee Chair,
- G. University Senate,
- H. Provost and Vice President for Academic Affairs

❖ Upon approval of the Vice President for Academic Affairs, the Provost's office will ask for a final, electronic copy of the Stage II formal request that includes any and all changes made during the routing process.

❖ Upon receipt of the electronic document, the Provost's office will submit the Stage II formal request to the NDUS office.

Connie Gagelin 10-06-04
Revised 07-03-07
Revised 04-28-09
Revised 06-09-09
Revised 09-29-10
Revised 10-18-11

Appendix A:

Academic Request Budget Worksheet for Proposals Which DO NOT Involve New State Funds

Title of Request

Account Description	Year 1 7/0*-6/0*	Year 2 7/0*-6/0*	Year 3 7/0*-6/0*	Grand Total
Faculty Salaries	0.00	0.00	0.00	0.00
Other Salaries	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
TOTAL SALARIES AND BENEFITS	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00
Total Access Fees	0.00	0.00	0.00	0.00
Total Base Tuition	0.00	0.00	0.00	0.00
Total other local funds (gifts, grants, etc.) <u>internally reallocated</u>	0.00	0.00	0.00	0.00
Total other local funds (gifts, grants, etc.) - <u>new revenues</u>	0.00	0.00	0.00	0.00
Less Tuition to Receiving Institution	(0.00)	(0.00)	(0.00)	(0.00)
Appropriated Funds - New	0.00	0.00	0.00	0.00
Appropriated Funds - Internally Reallocated	0.00	0.00	0.00	0.00
TOTAL PROJECTED REVENUE	0.00	0.00	0.00	0.00

Program will require new state appropriations in future biennia.

No

Yes

If yes, how much annually? \$ _____

Operating Expenses include: travel, communications, postage, telephone, office supplies, advertising, printing and duplicating.

Appendix B:

Academic Request Budget Worksheet for Proposals Which DO Involve New State Funds

Title of Request

<u>Account Description</u>	<u>Year 1</u> <u>7/0*-6/0*</u>	<u>Year 2</u> <u>7/0*-6/0*</u>	<u>Year 3</u> <u>7/0*-6/0*</u>	<u>Grand</u> <u>Total</u>
Faculty Salaries	0.00	0.00	0.00	0.00
Other Salaries	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00
TOTAL SALARIES AND BENEFITS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OPERATING EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Equipment	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Access Fees	0.00	0.00	0.00	0.00
Total Base Tuition	0.00	0.00	0.00	0.00
Total other local funds (gifts, grants, etc.) <u>internally</u> <u>reallocated</u>	0.00	0.00	0.00	0.00
Total other local funds (gifts, grants, etc.) - <u>new revenues</u>	0.00	0.00	0.00	0.00
Less Tuition to Receiving Institution	(0.00)	(0.00)	(0.00)	(0.00)
Appropriated Funds - New	0.00	0.00	0.00	0.00
Appropriated Funds - Internally Reallocated	0.00	0.00	0.00	0.00
TOTAL PROJECTED REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Program will require new state appropriations in future biennia.

No

Yes

If yes, how much annually? \$ _____

Operating Expenses include: travel, communications, postage, telephone, office supplies, advertising, printing and duplicating.