

Proposal for New Undergraduate and Master's Programs/ Certificates AND Changes to Existing Programs

Please fill out the sections that apply to your change. Most existing program changes only require the completion of the first two pages and the signature blocks on the last page. **This is a fillable PDF.** Place your cursor next to or below the form's text and your cursor will blink, allowing you to enter text. Save a copy to your computer to prevent losing data. Once the chair and dean have signed, please email the signed copy to Elizabeth.Vogt@unt.edu. Elizabeth will provide initial permission once the Provost approves.

APPLICABILITY: Use this form when: (a) creating a new degree/**standalone** certificate (face-to-face, online, or hybrid); (b) adding a concentration to a degree (**only required if the concentration significantly changes the degree in its current form**); (c) consolidating degrees; (d) closing a degree or certificate; (e) increasing/decreasing SCH for a degree/certificate; (f) changing a CIP code; (g) changing program modality to more than 50% online; (h) entering into a collaborative academic arrangement that includes the initiation of a dual/joint program;(i) offering a degree or certificate program at an off-site location; (j) initiating a direct assessment competency-based educational or prior learning assessment program; (k) renaming a degree/certificate; (l) creating a Grad Track pathway; (m) changing the name of a college/academic department; (n) moving degree/certificate programs between colleges/ departments; (o) moving departments to other colleges; or (p) creating/closing a department/ college.

MOST EXISTING PROGRAM CHANGES ONLY REQUIRE COMPLETION OF PAGES 1, 2 and 13.

I. **Change Type:** Is this a new program proposal or a change to an existing program?

- New program/
certificate Change current program/ Program/certificate
elimination

II. **Change Characteristics:** Please check all boxes that apply to your proposal:

- Undergraduate 100% online New administrative unit Off-site location
Note location:
Hybrid (50% - 99% online)
- Graduate Grad Track Other:

III. **New or Current Program Name:** How will/does the program appear on the THECB's program inventory (e.g., *Bachelor of Business Administration degree with a major in Accounting*)?

IV. **Proposed/Current CIP Code:**

V. **Administrative Unit:** Where in UNT's organizational structure will/is the program be housed (e.g., *Department of Electrical Engineering within the College of Engineering*)?

VI. **Description of Change:** Provide new program rationale or identify the purpose of the requested program change in context to **UNT's mission and goals (<https://planning.unt.edu/strategic-planning/index.html>)**. How does the new program/program change fit into UNT's strategic plan objectives? **Provide method of program delivery (off-site, main campus, online) and the program's educational objectives.** If requesting a program change, please note any curricular or student impacts as a result of the proposed change. Provide evidence that the program's faculty were involved in the review and approval of the new program/proposed change(s).

VII. **Proposed Implementation Date:** What is the first semester and year that students would enter the new program or when do you want the program change to start?

VIII. **Contact Person:** Provide contact information for the person who can answer specific questions about this proposal.

Name and Title:

E-mail:

Phone:

IX. **Program Need** (**new programs or programs that are changing modality**):

A. **Job Market Need:** Provide short- and long-term evidence of the need for graduates in the market. Include employer feedback regarding the employability of graduates.

B. **Student Demand:** Provide short- and long-term evidence of demand for the program.

C. **Enrollment Objectives:** The table below shows the **median full-time student equivalent (FTSE)** enrollment for the first 5 years of an **undergraduate program** based data from new programs at UNT. **For graduate programs**, use the following FTSE: Year 1, 10; Year 2, 22; Year 3, 36; Year 4, 36; Year 5, 44. Headcount is generally 20% - 40% higher than the FTSE.

YEAR	1	2	3	4	5
Headcount					
FTSE					

X. **Program Quality** (**new programs or programs that are changing modality**):

A. **Degree Requirements:** Use the table below to show program SCH/clock hour degree requirements. (*Modify the table as needed; if necessary, replicate the table for more than one program option.*)

Category	Credit Hours	
General Education Core Curriculum <i>(bachelor's degree only)</i>		
Required Courses		
Prescribed Electives		
Free Electives		
Other <i>(Specify, e.g., internships, clinical work)</i>		
TOTAL		

B. **Curriculum:** Use the tables below to identify the program's required courses and prescribed electives. Note with an asterisk (*) the courses that will need to be added to UNT's course inventory if the program is approved. Note with a plus (+) the courses that are currently offered online. *Alternatively, this information may be added to the proposal as an appendix.*

Prefix and Number	Required Course Names	SCH

Prefix and Number	Prescribed Elective Course Names	SCH

1. **Program-Level Student Learning Outcomes:** Please identify program-level student learning outcomes. Program-level student learning outcomes are what you expect students will be able to achieve when they complete the program. In other words, what do you want students to know and do? Outcomes must be observable and measurable.

- a.
- b.
- c.
- d.
- e.

2. **Curriculum Course Mapping:** Please identify all degree requirements (column 1). Map the degree requirements to the learning outcomes using: **I = Introduced, R = Reinforced, E = Emphasized for Mastery.** **Alternatively, this information may be added to the proposal as an appendix.**

Curriculum Course Map					
Degree Requirements	Learning Outcome a	Learning Outcome b	Learning Outcome c	Learning Outcome d	Learning Outcome e
Example Course: EMDS 1500	I	R	I	I	R
Course:					
Course:					
Course:					
Course:					
Course:					
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- C. **Faculty:** Use the tables below to provide information about core and support faculty. **Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program. Alternatively, this information may be added to the proposal as an appendix.**

Name of <u>Core</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
e.g.: Robertson, David Asst. Professor	PhD. in Molecular Genetics Univ. of Texas at Dallas	MG200, MG285 MG824 (Lab Only)	50%
New Faculty in Year			
New Faculty in Year			

Name of <u>Support</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program

- D. **Library:** Each department has a subject librarian. Provide the librarian's assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

E. **Facilities and Equipment:** Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

F. **Accreditation:** If the discipline has a national accrediting body, please describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

G. **Marketing:** For 100% online programs, contact Patrick Pluscht (pluscht@unt.edu) in Digital Strategy & Innovation (DSI) Digital Growth for a consultation. For all other programs, contact Chris Knapp (christopher.knapp@unt.edu) in UBSC, for a consultation. Use the area below to describe plans for marketing the new program

H. **Teaching Support:** Please provide your plan for funding teaching support (TFs/TAs).

I. **Marketable Skills (must be identified before final planning authority is given):** Each program (undergraduate and graduate) must identify 5 marketable skills (**maximum of 5 words per skill**). The identified skills should exist in the curricula. There needs to be evidence of collaboration with employers/discipline-specific agencies (internship providers, chambers of commerce, workforce development boards, and other workforce-related entities) in the finalization of the skills. Please identify the program's 5 skills, how you collaborated with employers/discipline-specific entities to create the goals, and how you will regularly update the identified goals. Global and discipline specific skill examples include: (a) oral and written communication; (b) team work; (c) collect, analyze, and interpret information; (d) analyze strategic communication campaign effectiveness; (e) formulate and solve complex problems; (f) conduct independent investigations; and (g) knowledge/application of ethical reasoning.

- 1.
- 2.
- 3.
- 4.
- 5.

XI. **Costs and Funding (new programs):** *This is an estimate based on the items identified in this proposal*

A. What is the total 5-year cost estimate ?

B. Please note the source of funds for any anticipated expenses (faculty, space, equipment, course development, etc.):

XII. **Costs and Funding (existing programs)**: Please provide a cost estimate for changes to existing programs, including proposed funding mechanisms.

A. What is the total cost estimate?

B. Please note the source of the funds for any anticipated expenses (faculty, space, equipment, course development, etc.):

**THE FOLLOWING SECTION IS FOR ONLINE PROGRAMS ONLY.
IF YOUR PROGRAM IS NOT A NEW ONLINE PROGRAM OR A FACE-TO-FACE PROGRAM
MOVING TO AN ONLINE MODALITY, PLEASE PROCEED TO THE APPROVALS PAGE (13).**

XIII. **Additional Requirements for Online Programs/Certificates (if applicable)**:

- A. If this is a new delivery system for an existing program, describe any differences in the program curriculum.

- B. Will a student be able to complete all degree requirements for this program without coming to campus? If not, please identify any exceptions. Please consider core curriculum and non-major course options for undergraduate degrees.

- C. If a practicum or internship is required for this program, please provide details.

- D. Describe how students will be oriented to the program (e.g., is there an on-site meeting or some other method providing new students with information to increase the probability that they will be successful in the program?).

- E. List any special challenges that the online environment poses for students. Describe how the necessary interaction between faculty and students will be provided.

- F. Describe how the department will facilitate regular communication with students in the program outside of courses (e.g., will there be an electronic mailing list or other means for out-of-class communications?)

- G. Describe how students will be trained on the instructional technologies used for program delivery.

- H. Explain how faculty time will be allocated for course development (e.g., course release, summer salary, etc.).

I. Describe how faculty will be prepared to teach in the online environment.

J. Describe what resources, if any, will be needed from CLEAR
(e.g., instructional consulting, training, productions services, technology support, etc.).

K. Verify that the method of delivery being used is a UNT-supported item or designate how this technology will be supported

XIV. **Approvals:**

Department Approval:

_____ Date

Chair's Signature

College/School Approval:

_____ Date

Dean's Signature

Provost's Office Initial Approval

_____ Date

AVP for Accreditation's Signature

Final Approval by Provost (Email approval may be used in lieu of signature)

_____ Date

Provost & VPAA's Signature

CLEAR DSI Approval (online programs):

_____ Date

AVP DSI/CLEAR