

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 offsite 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 the institution's mission and goals. How does the new program/ program change fit into UNT's 4 strategic planning priority objectives (increase research expenditures/elevate national prominence, increase revenues/value, prepare graduates to be competitive in the marketplace, and create a data driven culture that focuses on continuous improvement). 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:** Use the table below to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first 5 years of the program. *Include majors only and consider attrition and graduation.* Please see the “Projected Enrollment” section of the “Instructions for Filling Out the 5-year Budget” document for the appropriate FTSE numbers. If your estimate is higher than the 5-year average provided in the projected enrollment table, you must have explicit and concrete data to support your projections. Programs that do not meet third year enrollment objectives are subject to closure.

| 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 | SCH | Clock 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. *(Add and delete rows as needed. Replicate tables for different tracks/options.)*

| Prefix and Number | Required Course Names | SCH |
|-------------------|-----------------------|-----|
| | | |
| | | |
| | | |
| | | |
| | | |

| Prefix and Number | Prescribed Elective Course Names | SCH |
|-------------------|----------------------------------|-----|
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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.** (Add and delete rows as needed.)

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

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):** Use the [accompanying spreadsheet](#) (separate undergraduate and master's forms) to show 5-year costs and program funding sources. *Please note that new programs will not be approved without a concrete funding source.*

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).**

- 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

_____ Date

Provost & VPAA's Signature

CLEAR DSI Approval (online programs):

_____ Date

AVP DSI/CLEAR