**Proposal to Offer a New Degree Program or Extend an**

**Existing Degree to Global Campus**

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| Degree Title: |  |
| Academic Program: |  |
| Academic Plan: |  |
| Number of Credits: |  |
| Department(s) or Program(s): |  |
| College(s): |  |
| Campus(es): |  |
| Method of Instructional Delivery: |  |

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| --- | --- | --- | --- |
| Contact Name: |  | Email Address: |  |
| Contact Phone: |  | \*Proposed start date: |  |

\*Proposed Start Date: Approval must be received from the Northwest Commission on Colleges and Universities before the program may be advertised or recruited for. Financial aid may not be available until the program has been approved by the Department of Education subsequent to NWCCU approval.

**SIGNATURES: The names typed below certify that the relevant academic and campus officials have reviewed and approved this proposal:**

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| Chair Signature: |  | Date: |  |
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| Everett Chancellor: |  | Date: |  |
|  | | | |
| Spokane Chancellor |  | Date: |  |
|  | | | |
| Tri-Cities VCAA |  | Date: |  |
|  |  |  |  |
| Vancouver VCAA |  | Date: |  |
|  | | | |
| Dean Signature: |  | Date: |  |
|  |  |  |  |
| VP Global Campus: |  | Date |  |
|  | | | |
| Provost Office: |  | Date: |  |
|  | | | |
| Comments: | | | |
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| For Registrar’s Office Use Only: | | | | | |
| Current CIP Code: |  | New CIP Code: |  | Date: |  |

**Send completed form in Word format to: provost.deg.changes@wsu.edu**

This template asks you to answer the array of questions about your proposed program that are important to your department, your college, the Faculty Senate, the State of Washington, accreditors and other external stakeholders.

By placing all proposals in a similar format, this template provides a common standard for comparison, ensuring that all potential programs can be evaluated in an equitable fashion. It can be used to determine whether or not a program is feasible within the university’s academic and financial situation, and if it will have the resources to further the University’s objective of providing high quality education and scholarship.

This template is also a framework to think about the viability of your ideas. It can thus be a tool for strengthening both your proposal and the resulting program itself, since a program that is starved for either students or resources from its inception is not likely to become a high quality program.

Here are some of the things to consider as you complete the template:

What are the aspirations for the reputation of this program – local, regional, national? What will it take to make that a reality?

Who are you trying to attract with this new program? Will it bring new students to the university, better meet the needs of current students in the department, or draw students away from other departments?

How strong is the demand for education of this kind, and in what specific careers will someone who receives such an education find meaningful employment?

How many students do you need to attract to break even, and can both the market and WSU’s capacity support this number?

Providing good answers to hard questions maximizes the likelihood that a new program will not just win acceptance by the Faculty Senate and administration, but will ultimately be successful in attracting students and placing graduates. The analyses in the Demand, Financial and Library workbooks will assist you in creating a persuasive proposal. The findings in each area, and their basis or justification, should be summarized in the proposal itself.

**Proposal**

**Mission and Core Themes (Strategic Goals):**

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| Provide a clear statement of the nature and purposes of the new degree in the context of WSU’s mission and core themes (strategic plan). |
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**Educational Offerings**:

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| Describe the degree program, including the total number of credits required. Provide the four-year degree plan (undergraduate) or appropriate plan of study (graduate and professional).  Please note that all courses for the degree must be approved before the degree will be reviewed by the Catalog Subcommittee. |
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| Provide descriptive information regarding (the) method(s) of instructional delivery (percent face-to-face, hybrid, distance, and/or competency-based). |
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**Assessment of Student Learning and Student Achievement**

**\* For graduate programs, please contact the Graduate School before completing this section.**

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| Please provide a list and description of expected student learning outcomes. |
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| For undergraduate programs, provide the department’s plan for assessing student learning outcomes. Describe briefly how information on student learning will be collected and incorporated into existing processes for evaluating student learning in the department. Please attach the plan and a curriculum matrix. |
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Please indicate as appropriate:

Assessment of this program will be incorporated into the existing assessment plan for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please attach a copy of the existing plan.

A draft assessment plan is attached.

A curriculum matrix is attached.

**Planning:**

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| Describe plans and include descriptions which provide evidence of:   1. The need for the change |
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| 2. The student population to be served  Provide realistic justification for the projected FTE.  How can transfer students articulate smoothly into the program and complete it with approximately the same number of total credits as students who enter WSU as freshmen?  Please describe specific efforts planned to recruit and retain students who are persons of color, disabled, or whose gender is underrepresented in this discipline. |
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| 1. Procedures used in arriving at the decision to change (e.g., consultation with advisory boards, input from industry or employers, commissioned studies, faculty task force, etc.). |
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| 1. Organizational arrangements required within the institution to accommodate the change. |
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| 1. Lay out a three-year timetable for implementation, including hiring plans, partnership contracts if needed, facilities modification, recruiting, and other elements of implementation. Provide dates for each step. |
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**Budget:**

Attach the Financial Worksheet with five-year FTE, revenue and expenditure projections. Fully account for costs such as staff support, training, library, facilities and so on.

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| Please describe the funding picture narratively, including funding sources, department, college and/or campus commitments, investments already made, one-time costs, facilities costs (labs, classrooms, offices, telecom etc.) and library costs. |
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**Student Services:**

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| Describe the capacity of student support services to accommodate the change at this location. Include a description of admissions, financial aid, advising, library, tutoring and other services specific to this request. |
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| Describe the implications of the change for services to the rest of the student body. |
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**Physical Facilities and Equipment:**

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| Outline the provision/s made for physical facilities and equipment at the proposed location that will support the program and its projected growth. Include videoconferencing and other technologies that support course delivery as well as classrooms, labs, and office space. |
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**Library and Information Resources:**

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| Using the Library Analysis form, describe the availability and adequacy of library and information resources for this degree, degree level, and location. Note plans to address gaps. |
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**Faculty:**

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| List the educational and professional qualifications of the faculty relative to their individual teaching assignments.  List the anticipated sources or plans to secure qualified faculty and staff. |
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**Impact on Other Locations/Programs:**

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| Briefly describe any impacts on other WSU programs and locations, and how you came to these conclusions (who was consulted?). If there are potential adverse impacts, describe how these will be addressed. Consider such things as: reallocation of faculty time, reallocation of AMS courses, impact of blended courses, internal competition, “cannibalization” of other programs, curricular effects for other degrees, effects on recruitment markets for other campuses. Indicate how such problems will be addressed for each campus or department affected. |
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**Sustainability**

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| What are the plans for continuing the program past 5 years if the goals for enrollment are not met, or other circumstances prevent the execution of the plan described here? |
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**External Reviews**

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| If this program is new to the Washington State University system, please provide the names and addresses of 2-3 external experts from similar institutions who could be contacted to provide reviews of this program. | |
| **Name** | **Contact Information (email, phone, address)** |
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**Attachments:**

Financial Worksheet

Four-Year Degree Plan (undergraduate); curriculum overview (graduate and professional)

Curriculum Map (undergraduate)

Assessment Plan

Letters of financial commitment

Contracts or MOUs if applicable

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