**Proposal to EXTEND an**

**Existing Degree to AN APPROVED PHYSICAL LOCATION**

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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: |  |
|  | | | |
| Dean Signature: |  | Date: |  |
|  | | | |
| VP Global Campus |  | Date: |  |
| → Submit to the Provost’s Office at [provost.deg.changes@wsu.edu](file:///\\po-fs1.ad.wsu.edu\provost\Mary%20Wack\Degree%20Change%20Portfolio\Proposal%20Forms\provost.deg.changes@wsu.edu) | | | |
| Everett Chancellor |  | Date: |  |
|  |  |  |  |
| Spokane Chancellor |  | Date: |  |
|  | | | |
| Tri-Cities VCAA |  | Date: |  |
|  |  |  |  |
| Vancouver VCAA |  | Date |  |
|  | | | |
| Provost Office: |  | Date: |  |

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| --- |
| 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 program in the new location? Will it bring new students to the university, better meet the needs of current students, or draw students away from other departments or campuses?

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 program extension 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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| Explain how extending the degree to this location fulfills the strategic plan and the missions of the department, campus, and university. |
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**Educational Offerings**:

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| Describe the program to be extended, and include copies of the four-year degree plan (undergraduate) or appropriate plan of study (graduate and professional).  Please note that any curricular changes must go through the Catalog Subcommittee before the degree extension will be reviewed. |
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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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| 1. Summarize the need for the degree at this location, and what planning steps led to the decision to extend the degree. Who was consulted, and how was the feedback incorporated into this plan? |
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| 2. Describe the target audience.  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. What will need to happen at the instructional location in order for this degree to be offered, and what other steps will need to be taken for WSU to offer it? |
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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 how the proposed location will support students (advising, tutoring, health and welfare, childcare, career services, financial services, technology support, etc.). |
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**Physical Facilities and Equipment:**

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| Describe the 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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| 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 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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**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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