



THE UNIVERSITY *of* NEW MEXICO

Office of the Provost and Executive Vice President for Academic Affairs
MSC05 3400
1 University of New Mexico
Albuquerque, NM 87131-0001
505.277.2611

NEW GRADUATE CERTIFICATE PRELIMINARY REVIEW OUTLINE

In order to evaluate the feasibility of any new graduate certificate program, a preliminary proposal must be submitted to the Office of the Provost for review *before* beginning the development of a full proposal. This preliminary step will present the case for development of a full graduate certificate proposal and will be used to ensure integration of efforts, support of outstanding concepts, and analysis of resources. The Office of the Provost will review the information with consultation from the Dean of Graduate Studies (for graduate certificate proposals), the Dean of the College, and others as appropriate to comment on the fiscal and programmatic feasibility of the proposed program. Only a brief treatment is expected at this stage. Six weeks should be allowed for this preliminary review.

A graduate certificate program is a prescribed course of studies intended to encourage and recognize specialized knowledge within or between disciplines. Certificates must be approved through the University's curriculum approval process. A completed certificate appears on a student's transcript, but a diploma is not issued.

Faculty must submit a Form D proposing a new graduate certificate. The UNM Regents are responsible for final approval for graduate certificates if only existing UNM graduate courses are included in the proposal and it meets the general University requirements as stated in the Catalog. If the certificate proposal includes new courses, the approval process will follow the same approval process as new degree programs, including review by the NM Higher Education Department.

Elements to include in Preliminary Review and Full Proposal:

Executive Summary

The executive summary should be used as the preliminary proposal review submission to the Office of the Provost and should be limited to a strict maximum of two pages. It must include a brief summary of the first seven elements listed for the full proposal, namely: program description, evidence of need, program content, evaluation and assessment, required resources, projected enrollment and costs, and additional information (as appropriate). This summary should also be updated, if needed, prior to final consideration by the Faculty Senate and UNM Board of Regents.

1. Program Description and Purpose

- a. What is the program and why should we offer it? Include the program's major goals.
- b. How does the program fit within the participating unit's future plans?
- c. How does the program fit within the UNM mission and strategic plan? Does this program address particular research priorities?
- d. Does the program overlap or duplicate any existing program within UNM? In the state and/or region?
- e. What is the governance structure of the program?

- f. For interdisciplinary programs, describe the responsibilities of each participating unit?
- g. What is the program development and implementation timeline?

2. Student Impact

- a. How many students are projected to enroll?
- b. From where will these students be drawn?
- c. What are the demographic characteristics and educational goals of the target students?
- d. What are the employment goals of the typical target student?

3. Curriculum Plan

- a. Describe the curriculum and its impact on existing courses, including courses in other departments. NOTE: Certificates with new courses must be reviewed by the HED.
- b. What instructional model(s) will be used in delivering the program?
- c. What are the expected student learning outcomes for the program? How will the learning outcomes be measured?

4. Budgetary Impact

- a. How many faculty are necessary for program delivery and what are their qualifications?
- b. How will this program affect the workload of current faculty and support staff?
- c. Will additional faculty or staff be required? What is the cost?
- d. What faculty and staff development services will be needed?
- e. What impact will enrollments in the certificate program have on student support (GA &TA positions, scholarships, etc.)?
- f. What technology, media, equipment and instructional supplies are needed to reach these learning outcomes? Are these resources available? What is the estimated cost?
- g. Are there any needs for additional or renovated space?
- h. What student support services are likely to be needed and to what extent (tutoring, library, IT, advising, etc.)? What is the estimated cost?
- i. Provide a rationale for any course fees or other expenses (in addition to tuition) that students will be expected to cover.

5. Accreditation Plan

- a. How does the program affect any existing accreditation and licensure requirements?
- b. If new accreditation is required, describe the accreditation process and the expenses involved

6. Additional Information

- a. Provide any additional information needed to make the case for development of a full proposal. *(For full proposal, provide any additional information to support the request for the proposed degree program.)*

7. Additional Attachments for submission to NMHED for CIP Code approval (submitted by Provost's Office)

- a. A copy of the Form D with signatures
- b. The final executive summary, proposal, and supporting documentation
- c. Minutes from the Board of Regents meeting, noting approval