THE UNIVERSITY *of*
NEW MEXICO

Office of the Provost and Executive Vice President for Academic Affairs
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NEW BACCALAUREATE DEGREE/UNDERGRADUATE CERTIFICATE PROGRAM PRELIMINARY REVIEW AND PROPOSAL OUTLINE

In order to evaluate the feasibility of any new baccalaureate program, a preliminary proposal must be submitted to the Office of the Provost for review *before* beginning the development of a full proposal. The preliminary step will present the case for development of a full proposal and will be used to ensure appropriate administrative support at the institutional level. The Office of the Provost will review the information with consultation from 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 and approval.

Following the Provost's review, faculty must submit a Form C proposing a baccalaureate degree or undergraduate certificate program and a fully developed degree/certificate program proposal as outlined below for submission to the Faculty Senate and UNM Board of Regents.

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. To upload an updated copy of the executive summary and proposal to Curriculum Workflow, contact the Associate Registrar for Curriculum and Catalog.

1. **Program Description**
    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 unit's future plans?
    c. How does the program fit within the UNM mission and strategic plan?
    d. How does the program fit with related offerings at UNM?
    e. Assuming timely approval, what is the program development and implementation timeline?

2. **Evidence of Need**
   a. Provide evidence of student demand.
   b. Indicate how you plan to recruit students.
   c. How does the program fit with similar and related offerings in the state and region? (Show it does not duplicate existing programs in the market.)
   d. Provide evidence of demand for program graduates.
      1. For full proposal, an in-depth needs assessment is required. Department of Labor statistics or surveys of likely employers are potential mechanisms for this.
      2. For full proposal, a discussion of the program's relationship to workforce development is also required: e.g. lists of employers locally, regionally, or nationally.

3. **Program Content and Quality**
   a. Describe the curriculum. Discuss any new courses and the impact of the curriculum on existing courses, including courses in other departments. (Draft catalog copy will be required for full proposal.)
   b. What are the expected student learning outcomes for the program? (What will the students know and what will they be able to do when they complete this program?)
   c. What instructional model(s) will be used to deliver the program?
   d. If applicable, describe any accreditation issues, including the following:
      1. Will accreditation be sought for the program? If so, describe the process and expenses involved.
      2. How does the program affect any existing accreditation and licensure requirements?

4. **Evaluation and Assessment**
   a. What is the governance structure of the program? Thorough discussion is especially important for interdepartmental and intercollegiate programs.
   b. How will the program's learning outcomes be measured?
   c. What other measures to evaluate program effectiveness are contemplated?
   d. A plan for learning outcomes assessment at the course and program level will be required for the full proposal.

5. **Required Resources**
   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 technology, media, equipment and instructional supplies are needed to reach the program's intended outcomes? Are these resources available? What is the estimated cost?
   f. Are there any needs for additional or renovated space?

    g. What student support services are likely to be needed and to what extent (tutoring, library, IT, advising, etc.)? What is the estimated cost?

    h. What student support will be needed (GA & TA positions, scholarships, etc.)?

    i. Provide a rationale for any course fees or other expenses (in addition to tuition) that students will be expected to cover.

6. Projected Enrollment and Costs
    a. Provide a three-year projection of enrollments and program costs.
        1. For full proposal, a detailed table of enrollment projections is required.
        2. For full proposal, a detailed program budget is required.
    b. If applicable, describe anticipated sources of new revenue required for the program.

7. Additional Information
    a. For preliminary proposal, 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.

8. Attachments (for full proposal only)
    a. Department of Labor documentation, if applicable
    b. Formal Needs Assessment
    c. List of similar programs (state and regional)
    d. List of potential employers
    e. List of advisory committee or board members, if applicable. Minutes of advisory committee or board meetings, if applicable
    f. Letters of support from external partners or stakeholders

9. Additional Attachments for submission to NMHED for CIP Code Approval (submitted by Provost's Office)
    a. Form C information and table of approvals
    b. The final executive summary, proposal, and supporting documentation
    c. Minutes from the Board of Regents meeting, noting approval