



# THE UNIVERSITY *of* NEW MEXICO

Office of the Provost and Executive Vice President for Academic Affairs  
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## **NEW GRADUATE DEGREE PRELIMINARY REVIEW AND PROPOSAL OUTLINE**

In order to evaluate the feasibility of any new graduate 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 both the institutional and state level. The Office of the Provost will review the information with consultation from the Dean of the College, Dean of Graduate Studies, 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 D proposing a graduate degree program and a fully developed degree program proposal that follows the requirements set by the New Mexico Higher Education Department (NMHED) as outlined below. The Office of the Provost will provide the NMHED with a "notification of intent" to submit the proposal. If the proposal is finally approved by all the required signatory groups including the UNM Board of Regents, the Office of the Provost, in conjunction with the Office of Graduate Studies, will submit the proposal in its entirety to the NMHED and New Mexico Graduate Deans Council (NMGDC) for their approval. The Office of the Provost and the Office of Graduate Studies will also shepherd the proposal through the Academic Council (AC) and New Mexico Higher Education Review Board (NMHEDRB), and State Board of Finance (SBOF) approval processes.

### **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/duplication, 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 (both primary and secondary, if any).
- 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?
- f. Describe the curriculum (including coursework and other degree requirements). 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.)
- g. Prior to submission to the NMHED and NMGDC, include a brief statement regarding institution's priority and refer to documentation provided by Provost's Office (see section 9).

## **2. Justification for the Program**

### **a. Evidence of Need**

1. Provide evidence of student demand.
2. Provide evidence of demand for program graduates.
  - i. For full proposal, an in-depth needs assessment is required. Department of Labor statistics or surveys of likely employers are potential mechanisms for this.
  - ii. For full proposal, a discussion of the program's relationship to workforce development is also required.
3. Include any other information as appropriate that will support evidence of need for the university, state, or region.

### **b. Duplication**

1. Identify, if any, similar programs offered at New Mexico public or private institutions of higher learning. Also identify comparable programs in other states through which New Mexico students have access via the WICHE professional student exchange or WICHE regional graduate program.
2. If similar programs are offered within the state, describe how the proposed program will meet needs that are currently not met by existing programs already being offered (e.g., programmatic considerations, geographic needs, economic development factors, student demand, etc.).
3. For full proposal, data must be provided for each program within the state for three consecutive years of number of students admitted, number of degrees awarded, and current capacity to support justification of need for proposed program.

4. For full proposal, attach statements from representatives of existing programs in the state or from WICHE institutions regarding their position on the proposed program, if available.

### **3. Inter-institutional Collaboration and Cooperation**

- a. If applicable, describe opportunities for collaborative relationships with other institutions for shared instruction, faculty arrangements, or student experiences. For full proposal, outline specific details of any planned collaborative relationships with other institutions and provide supporting documentation if available. Address the governance structure for the collaboration in Section 9.

### **4. Clientele and Projected Enrollments**

#### **a. Clientele**

1. Describe the population of students that will be recruited for the program.
2. Describe the admission requirements for the program.
3. Indicate how you plan to recruit students. For full proposal, demonstrate how recruitment plan addresses underrepresented student populations within the state and contributes to preparing a diverse workforce.

#### **b. Projected Enrollment**

1. Provide a six-year projection of enrollments. For full proposal, detailed tables of enrollment projections are required and should include new student headcount, returning student headcount, the number of students expected to enroll full-time and part-time, and the total number of student credit hours expected to be generated for the first six years. A description of the methodology used to arrive at these projections should also be provided.

### **5. Institutional Readiness for the Program**

- a. How many faculty are necessary for program delivery?
- 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. Will any GA/TA positions be used to assist graduate faculty in the program?
- e. What faculty and staff development services will be needed?
- f. What technology, media, equipment and instructional supplies are needed to support the program's intended outcomes? Are these resources available? What is the estimated cost?
- g. Are there any needs for additional or renovated space?
- h. What, if any, existing external facilities will be used? For full proposal, discuss any agreements that have been or will be entered into for use of the facility.

## **6. Projected Cost of the Program**

- a. Provide a six-year projection of program costs including the new costs for program start up and recurring costs to sustain the program including any new costs identified in Sections 5 or 7.
- b. If applicable, describe anticipated sources of new revenue required for the program.
- c. Provide a rationale for any course fees or other expenses (in addition to tuition) that students will be expected to cover.
- d. For full proposal, a detailed six-year program budget is required outlining programs costs and anticipated state support based on the state funding formula and other areas of support.

## **7. Quality of the Program**

- a. Describe the qualifications of the faculty and how the expertise and experience will contribute to the quality of the program.
- b. Show how the proposed admission standards (identified in Section 1) compare with those of other institutions offering a similar program.
- c. What instructional model(s) will be used in presenting the program? What types of technology will be used for delivery of instruction?
- d. What types of opportunities for experiences outside of the classroom will be available to students and utilized in the program (e.g., internships, service learning projects, research-based service learning).
- e. What student support services are likely to be needed and to what extent (tutoring, library, IT, advising, etc.)? What is the estimated cost?
- f. What student support will be needed (GA & TA positions, scholarships, internships, etc.)?
- g. 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?
- h. How will the program's learning outcomes be measured? (For full proposal, also describe any final integrating experiences in the program that will be used to assure graduates have acquired the knowledge and skills expected for the degree/certificate awarded.)
- i. Prior to submission to the NMHED and NMGDC, the proposal should state that UNM is institutionally accredited by the Higher Learning Commission of the North Central Association and has approval to offer any degree program appropriate to UNM's mission.
- j. 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?

**8. Assessment of Operations and Impact**

- a. In addition to student learning outcomes, what other measures to evaluate program effectiveness are contemplated?
- b. For full proposal, a long-range plan (at least 5 years) for program assessment and evaluation must be included.

**9. Administrative Responsibility for the Program and Institutional Commitment**

- a. What is the proposed governance structure of the program? For full proposal, a thorough discussion is especially important for interdepartmental and intercollegiate programs or when entering into collaborative agreements with other institutions.
- b. Prior to submission to the NMHED and NMGCD, documentation outlining the institution's priority for the proposed program should be obtained from the Provost's Office to include with the proposal.

**10. 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.

**11. Attachments full proposal only**

1. Department of Labor documentation, if applicable
2. Formal needs assessment
3. Table of 6-year projected graduate program cost estimates and resources (required for submission to NMHED)
4. List of similar programs (state and regional)
5. List of potential employers
6. List of advisory committee or board members, if applicable. Minutes of advisory committee or board meetings, if applicable
7. Letters of support from external partners or stakeholders
8. Letters of support from NM institutions of higher education (strongly recommended prior to presenting program to NMGDC)

**12. Additional Attachments for submission to NMHED and NMGDC (supplied by Provost's Office and Office of Graduate Studies) and for CIP Code approval (submitted by Provost's Office).**

1. Documentation of institution's priority for the proposed program.
2. A copy of the Form D with signatures
3. The final executive summary, proposal, and supporting documentation
4. Minutes from the Board of Regents meeting, noting approval