Curriculum Guide: Program Form

The Program form is used to add or revise degrees, certificates, and minors.

- Submitting a new program form
- Revising an existing program
- Retiring an existing program
- Additional resources

Submitting a new program form

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). Save your executive summary as a PDF or Word document.

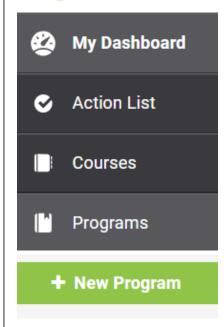
Note: an executive summary is not required for new minors, dual degree, or shared credit programs.

2 Start a new program form: Login to <u>Kuali</u> with your UNM netID and password. Select *Curriculum*.

Navigate to *My Dashboard* on the left side of the screen.

Click on *Programs*, then select the plus sign icon (+) to start a new program form.





Revised July 2023

Fill out all required fields: Campus * Required fields are marked with an asterisk (*). Main Campus **Proposal information:** Proposal Information The sponsor is the faculty or staff Sponsoring faculty/staff member * Sponsoring faculty/staff email * member who is proposing the The sponsor is the faculty or staff member who is proposing the course of This information is required so that reviewers may contact the sponsor if program. If you are the sponsor, enter your own name here. they have questions. If you are the sponsor, enter your email here course or program. If you are the Test User sponsor, enter your own name here. Occasionally, reviewers College * Department * Campus * may contact the sponsor with Note: if program is administered Note: if program is administered Main Campus questions about the proposal. by multiple departments, select by multiple departments, select "Interdepartmental Shared Credit "Interdepartmental Shared Credit and Dual Degrees" and Dual Degrees Note: College and Department selections are used to drive workflow; if proposing a program that will be administered by multiple departments select Interdepartmental Shared Credit and Dual Degrees for both College and Department. You'll specify which departments will approve the request in another section of the form. **Proposed Effective Term and Year: Effective Term and Year** Select the effective term you'd like the new program to go into effect. Please ensure you have selected a realistic amount of time for your Proposed Effective Term and Year * program to reach full approval. 2024 New degree approval make take 1 to 1½ years. Justification: Provide a clear, Justification concise summary of your proposal. This helps reviewers understand the context of Program Justification * your request. Avoid acronyms, Please provide a brief justification of your request.

This new certificate will meet workforce needs. The certificate will

prepare students for a career in underwater basket weaving, an in-

demand profession in New Mexico.

departmental shorthand, or

internal jargon – reviewers outside

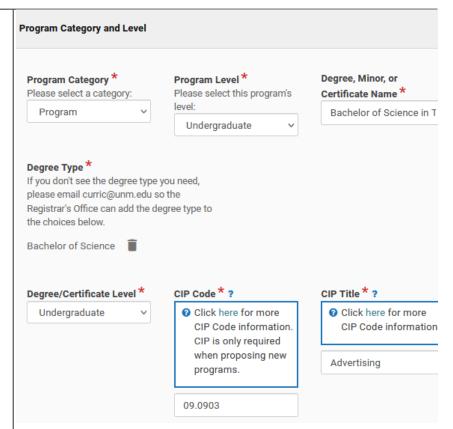
your department should be able

to understand the justification.

⁷ Program Category and Level:

These fields collect basic information about the program and will be displayed in the Catalog. Do not use abbreviations in the Degree, Minor, or Certificate Name field.

Note: CIP Code is required for new degrees and certificates; you will not be required to specify the CIP code when proposing a new minor.



8 Composition of new program:

This field is utilized to collect information required by the Higher Learning Commission. Enter the number of credits in each category of courses. Categories are defined as follows:

Existing courses: courses from existing inventory of UNM courses, without changes.

Revised: course is being revised for new program.

New courses: courses developed for the new program that haven't been offered at UNM previously.

Contact the Accreditation Manager (accred@unm.edu) for assistance with this section.

New program courses

Composition of new program

Please indicate total number of credit hours in each of the following categories (note: calculated total must equal the total number of credit hours required for the program). This question is required for Higher Learning Commission documentation. If you have questions about this section, please contact the University Accreditation Program Manager (accred@unm.edu). Categories are defined as follows. Existing courses: courses from existing inventory of UNM courses, without changes. Revised: course is being revised for new program. New courses: courses developed for the new program that haven't been offered at UNM previously.

Existing courses	Revised courses	New Courses	Total Credits
90	15	15	120

Pre-proposal: Upload your executive summary and provide a summary of efforts to check for duplication of existing programs. If applicable, upload copies of documentation with other departments regarding duplication.

Leave the Approval field blank.

Pre-proposal Executive Summary * 0

The executive summary should be limited to a strict maximum of two pages. It must include a bric 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).

_executive_summary.docx



ADD FILE

Program Duplication *

New programs should not duplicate existing ones. Please describe below how you've determined whether or not your program duplicates the content of any existing UNM

I reviewed the catalog and did not

Edit - Insert - Format -

find any similar programs.

Normal (>

programs.



If appropriate, upload copies of correspondence with other departments or branches regarding duplication (multiple files may be uploaded).

_correspondence.docx



ADD FILE

Additionally, I contacted the chairs of the American Studies and Biology departments. Please see attached correspondence confirming this program does not duplicate their offerings.

Note: reviewers may use the comment feature to provide feedback on your proposal. You'll receive an email when a comment is made. To avoid delays, please monitor your email for comment notifications and respond to comments in a timely manner.

AG Anna Gay Today at 4:00 PM

Catalog & Curriculum Comments allow reviewers to give feedback.

+ Add someone to the conversation

You'll reply directly in the program form.

Associated forms: Use the search tool to locate any related course forms (e.g. new or revised courses) and program forms.

Reply

Associated Forms

Select any associated course forms that exist

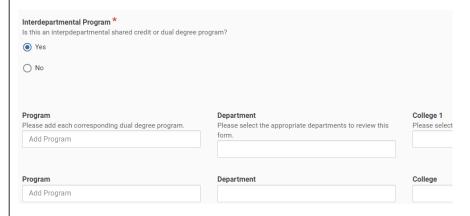
Cancel

Select any associated program forms that

TEST 517C - Test Course II: Advanced Test (3) | Draft 🛍

Shared Credit and Dual Degree information: Using the typeahead menus, add the corresponding degrees and their college/ department affiliation. If the program is administered by two different departments (e.g. B.S. in Mechanical Engineering and B.B.A. Business Admin) make sure "Interdepartmental Shared Credit and Dual Degrees" is selected in the first section of the form (Proposal Information). This ensures both departments review

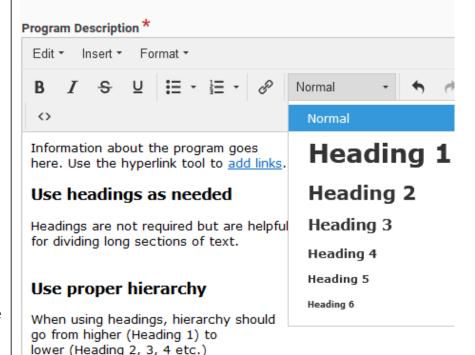
the program form.



Catalog information: Fill out the Program Description exactly as you would like it to appear in the catalog. Formatting options like headings, bold, italics, and hyperlinks can be used where appropriate. Do not list required courses here. Required courses will be collected in another area of the form.

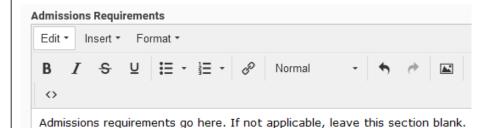
Use the hyperlink tool when sharing websites. Headings can be created as needed using the formatting tools.

Headings are not required but are helpful for dividing long sections of text.



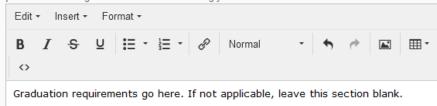
Catalog information (continued):

Admissions Requirements and Graduation Requirements are optional fields, if these fields are not applicable you may leave them blank.



Graduation Requirements

Describe all graduation requirements here. If there are multiple levels of organization within graduation requirements (e.g. program, emphasis, concentration, or plan-specific requirements) please use headings to label sections accordingly.



13 Professional Credential/

Licensure: These fields are used to collect information for federally mandated licensure disclosures. If you have any questions about how to fill out this section of the form, contact saracompliance@unm. edu.

Professional Credential/Licensure Program Information

These fields are used to collect information for federally mandated licensure disclosures. If you have any questions about how to fill out this section of the form, contact saracompliance@unm.edu.

License/Certification associated with program *

Is this program designed or advertised to meet educational requirements for a specific professional license or certification that is required for an occupation?



No

Licensure Information *

Is this program:

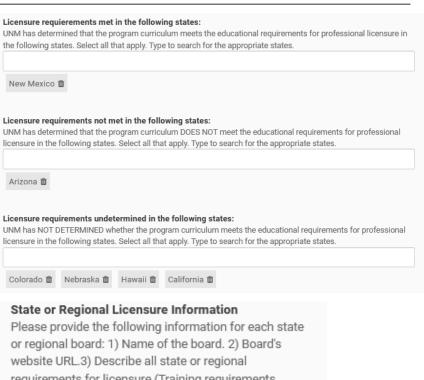
O Pre-licensure



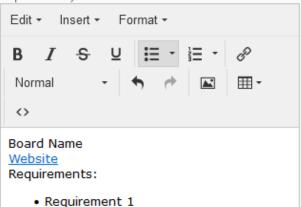
Both Pre- and Post- licensure

Professional Credential/Licensure (continued): If associated with a credential or license, select the appropriate states where the program has been determined to meet/not meet licensure requirements.

Provide the contact information for each state or national licensing board (Name, website, licensure requirements).



requirements for licensure (Training requirements, Experience requirements, Exam requirements, Other requirements).



Requirement 2

etc

14

Degree Requirements: Use the rules builder tool in this section to build the list of required courses to complete the degree, minor, or certificate.

Rules can be configured in countless combinations, so only the most common rules are show here. For a detailed tutorial on the Rule Builder Tutorial, visit the Registrar's Resources page.

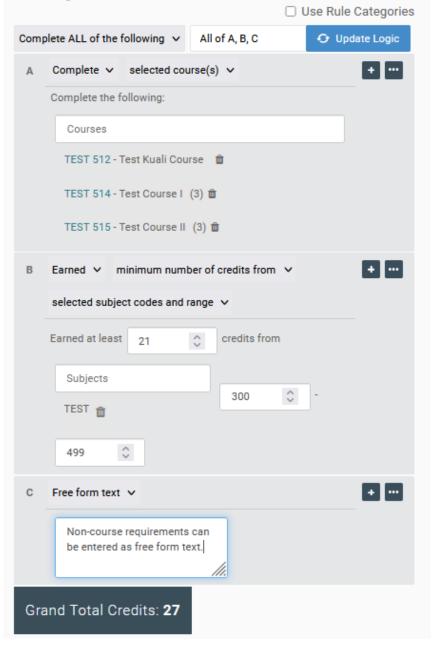
Use the course selection tool to add linked courses. This ensures that the program record will get updated automatically if the course(s) in the program are revised (e.g. change title, credits).

Avoid typing lists of courses as free form text - the Registrar's Office will send back forms that do not utilize the course selection tool. Courses in free text will not update automatically if course record is revised.

Additional requirements that are not based on completing courses (e.g. Comprehensive exam, thesis defense) may be entered as a free form text rule.

Requirements *

The degree requirements outlined below should include major hours and additional requirements needed to earn the total degree hours. Additional requirements may include minors, electives, concentrations, second majors, and General Education. Note: degree plan course sequencing should not be defined here; instead that information should be maintained in advising documents.

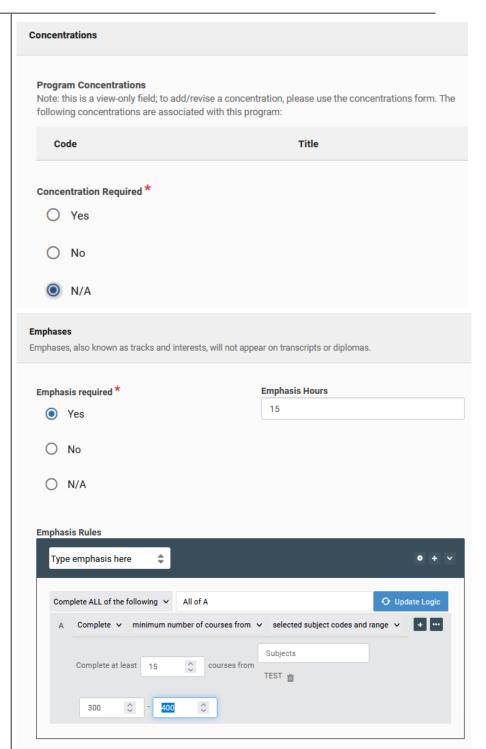


15 Concentrat ons and emphases:

Indicate here whether or not concentrations or emphases will be required to complete the degree. New concentrations are created using the *Concentrat on Form*. Once the form is approved, the concentration name and requirements will display within the program record.

Emphases, also known as tracks and interests, will not appear on transcripts or diplomas. Indicate whether or not an emphasis is required.

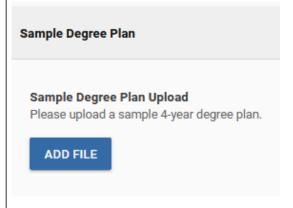
Emphases are created in the program form. If the program offers emphases, use the rules tool to add emphases. To enter the name of the emphasis, click into the white text entry box at the top of the rule box. Use the plus sign icon (+) in the rules section to add additional emphases. Use the rules tool to add course and other requirements.



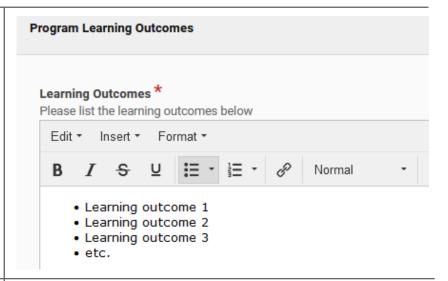
Sample degree plan:

A Sample Degree Plan must be submitted for new baccalaureate, undergraduate degrees. Outline a sample sequence of courses that a student could follow to complete the degree in 4 years.

Degree plans are not displayed in the Catalog.



Learning outcomes: (certificates and degrees only). List the program learning outcomes. This information will be shared with UNM's Office of Assessment when your program form is approved.

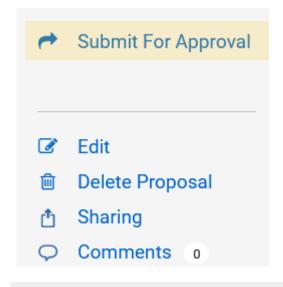


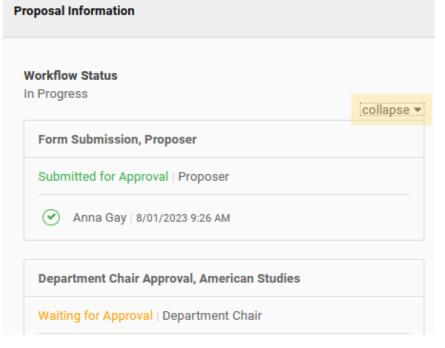
Review and submit: When you are satisfied with your program proposal, select *Leave Edit Mode* at the top right corner of the page to view a preview.

If everything looks good, click Submit For Approval at the top right, or continue editing.

After submitting your proposal, you can monitor the progress of your proposal by looking at the workflow statuses. To see where your program is in workflow, click the triangle icon next to *Workflow Status* in the *Proposal Information* panel.

You'll receive an email notification when your proposal is approved.





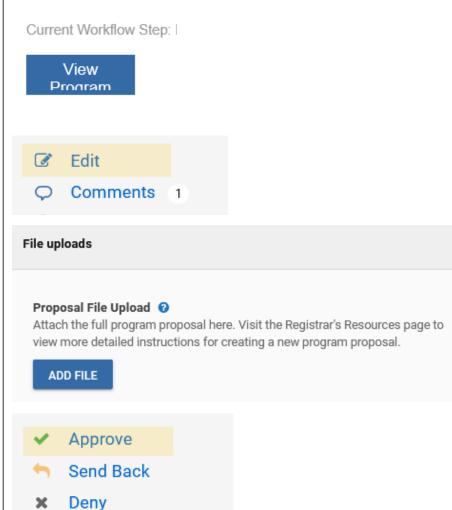
19

Full proposal and final revisions (new degrees and certificates only): After your pre-proposal is approved you'll receive an email notification.

Click the *View Program* button in the email to open your proposal, then click *Edit*. Upload a full proposal and finalize the program form.

This is your last opportunity to revise the program before it's published in the Catalog. Please check your catalog information and degree requirements carefully to ensure they are accurate.

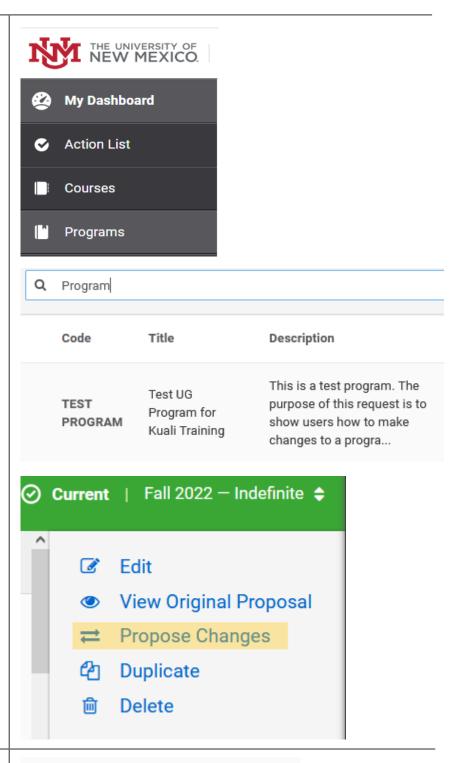
Once you are satisfied with your proposal, select *Leave Edit Mode* then click *Approve*. Your proposal will now flow through the remaining curriculum workflow steps. You'll receive an email when the proposal reaches full approval.



Revising an existing program

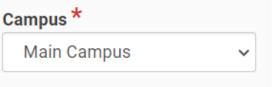
1 Locate the program record:
Login to <u>Kuali</u> with your UNM
netID and password. Select *Curriculum*.

Navigate to *My Dashboard* on the left side of the screen. Click on *Programs*, then type the name of the program into the search bar. Click on the name of the program to open the record, then choose *Propose Changes* from the right side menu.



2 | Fill out all required fields:

Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification.
Additional fields may be required depending on the nature of your request.



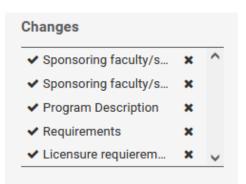
3 | Revise appropriate areas:

Navigate to the relevant form section(s) by scrolling or clicking section headings in the table of contents.

Update the appropriate sections. Changes will be tracked in the change log on the right side menu. A check mark indicates your changes have been saved. You may revert your changes by clicking the X next to an item in the change log.

Table of Contents

Proposal Information
Proposal Information
Effective Term and Year
Justification
Program Category and Level
Associated Forms
Shared Credit and Dual Degree
information

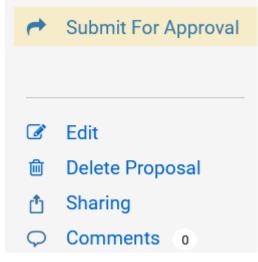


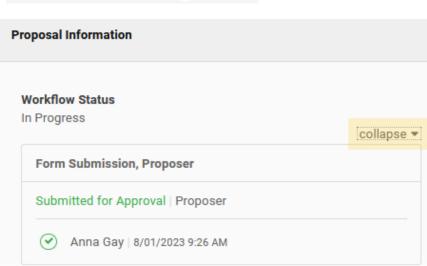
Review and submit: When you are satisfied with your program proposal, select *Leave Edit Mode* at the top right corner of the page to view a preview.

If everything looks good, click Submit For Approval at the top right, or continue editing.

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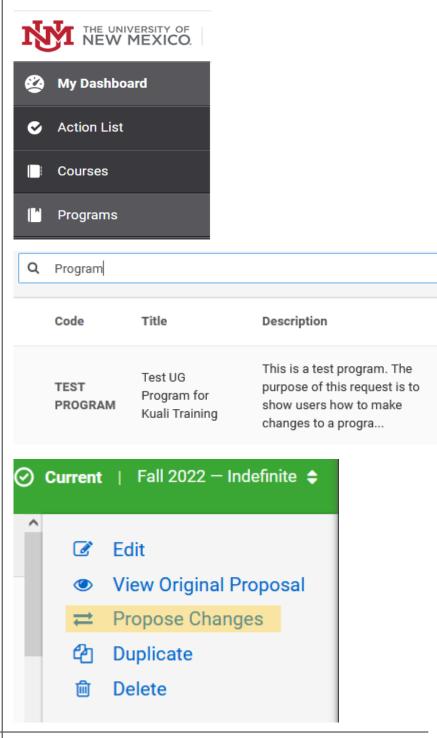




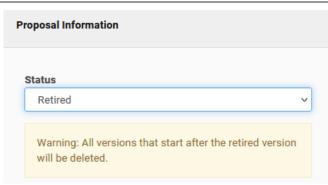
Retiring an existing program

Locate the program record:
Login to <u>Kuali</u> with your UNM netID and password. Select *Curriculum*.

Navigate to *My Dashboard* on the left side of the screen. Click on *Programs*, then type the name of the program into the search bar. Click on the name of the program to open the record, then choose *Propose Changes* from the right side menu.



2 **Change program status:** Toggle from *Active* to *Retired*.



3 | Fill out all required fields:

Required fields are marked with an asterisk (*). Required fields include: proposal information, effective term, justification.

If students are currently enrolled in the program, address teach out plan in the justification field.

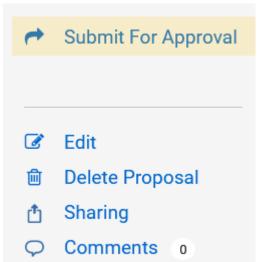
Program Justification *

Please provide a brief justification of your request. If proposing a new program, please describe efforts to determine if the proposed program duplicates any existing ones. Where appropriate, Include copies of correspondence with other departments in the file upload section below.

Describe reasons for retiring program. Describe teach out plan if students are currently enrolled in the program.

Review and submit: When you are satisfied with your program proposal, select *Leave Edit Mode* at the top right corner of the page to view a preview.

You'll receive an email notification when your proposal is approved.



Additional Resources

- Registrar's Faculty and Staff Resources page
- Office of Graduate Studies new program guidance