

Texas Higher Education Coordinating Board

**Texas Public General Academic and Health-Related Institutions**

Proposal for a New Bachelor’s or Master’s Degree Program

**Full Request Form**

|  |
| --- |
| **Directions:** Texas public institutions of higher education must complete this form to propose: (1) Bachelor’s or Master’s Degree programs in engineering; (2) Bachelor’s or Master’s degree programs that have an estimated cost of more than $2 million in the first five years of operation; and (3) Bachelor’s or Master’s degree programs that do not meet the certification requirements set forth in Coordinating Board Rules, Subchapter C, Section 5.44 (a) (3).  Institutions should notify the Division of Academic Quality and Workforce of its intent to plan a new engineering program via a letter submitted through the online portal prior to submission of the Full Request Form.  Institutions submit Planning Notification through the [Document Submission Portal](https://www1.thecb.state.tx.us/apps/proposals/) as a letter to the Assistant Commissioner of the Academic Quality and Workforce Division. The letter should include the title, degree designation, CIP code of the program, the anticipated date of submission of the proposal, and a brief description of the program.  In completing the proposal, the institution should refer to the document *Standards for Bachelor’s and Master’s Degree Programs,* which prescribesspecific requirements for new degree programs*.*  This form requires the signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program and the notification of other Texas public institutions of higher education; (2) a member of the Board of Regents (or designee) certifying Board approval.  **Questions:** Contact the Division of Academic Quality and Workforce at 512-427-6200. |

|  |
| --- |
| **Administrative Information** |
| 1. Institution: 2. Proposed Program:   Show how the proposed program would appear on the Coordinating Board’s Program Inventory (e.g., Bachelor of Business Administration degree with a major in Accounting).   1. Proposed CIP Code:   List of CIP Codes may be accessed online at [www.txhighereddata.org](http://www.txhighereddata.org)   1. Semester Credit Hours Required:   For Bachelor’s Degree Programs the number should be 120 SCH (*if the number of SCH exceeds 120 for a Bachelor’s Degree program, the institution must submit documentation explaining the compelling academic reason*).   1. Location and Delivery of the Proposed Program:   Provide the location of instruction and how the proposed program will be delivered to students (*e.g., face-to face to students on the main campus in Lubbock*).   1. Administrative Unit:   Identify where the program would fit within the organizational structure of the university (*e.g., Department of Electrical Engineering within the College of Engineering*).   1. Program Description:   Describe the proposed program and the educational objectives.   1. Proposed Implementation Date:   Provide the date that students would enter the proposed program (MM/DD/YYYY).   1. Institutional and Departmental Contacts:   Provide contact information for the person(s) responsible for addressing any questions related to the proposal.  1. Name:  Title:    E-mail:  Phone:  2. Name:  Title:    E-mail:  Phone:   1. Notification to Area Institutions:   Provide a copy of the notification sent to area institutions.  The institution proposing the new bachelor’s or master’s degree program must notify all public institutions of higher education within 50 miles of the teaching site of their intention to offer the program at least 30 days prior to submitting their request to the Coordinating Board. If objections occur, the proposing institution must resolve those objections prior to submitting the request to the Coordinating Board. If the proposing institution cannot resolve the objection(s), and the institution wishes to submit the proposed program, the proposing institution may request the assistance of the Assistant Commissioner of Academic Quality and Workforce to mediate the objections and determine whether the proposing institution may submit the proposed program. No new program will be approved until all objections are resolved. |

**Proposed Program Information**

1. **Need**

A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.

B. Student Demand – Provide short- and long-term evidence of demand for the program.

C. Existing Programs – Identify existing similar programs and their locations in Texas. Provide enrollments and graduates of these programs for the last five years, and explain how the proposed program would not unnecessarily duplicate existing programs.

D. Enrollment Projections – Complete the following table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. Include majors only and include anticipated attrition and graduation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **YEAR** | **1** | **2** | **3** | **4** | **5** |
| **Headcount** |  |  |  |  |  |
| **FTSE** |  |  |  |  |  |
| **Attrition** |  |  |  |  |  |
| **Graduates** |  |  |  |  |  |

**II. Quality**

A. Degree Requirements – Complete the following table to show SCH and Clock Hours (if applicable) for the proposed degree. Modify the table as needed; if necessary, replicate the table for more than one option.

|  |  |  |
| --- | --- | --- |
| **Category** | **Semester Credit Hours** | **Clock Hours** |
| General Education Core Curriculum  *(Bachelor’s degree program only)* |  |  |
| Required Courses |  |  |
| Prescribed Electives |  |  |
| Free Electives |  |  |
| Other *(Specify, e.g., internships, clinical work)* | (if not included above) |  |
| TOTAL |  |  |

**Note:** Bachelor’s degree programs should not exceed 120 SCHs. Bachelor’s degree programs that exceed 120 SCH must provide detailed documentation describing the compelling academic reason for the number of required hours, such as program accreditation requirements, statutory requirements, and/or licensure/certification requirements that cannot be met without exceeding 120 SCH.

B. Curriculum – Complete the following tables to identify the required courses and prescribed electives of the proposed program. Note with an asterisk (\*) courses that would be added if the program is approved. Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Required Courses** | **SCH** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Prescribed Elective Courses** | **SCH** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

C. Faculty – Complete the following tables to provide information about Core and Support faculty. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the program. Add and delete rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Core Faculty and Faculty Rank** | **Highest Degree and**  **Awarding Institution** | **Courses Assigned**  **in Program** | **% Time**  **Assigned**  **To Program** |
| e.g., Robertson, David  Asst. Professor | PhD in Molecular Genetics  Univ. of Texas at Dallas | MG200, MG285  MG824 (Lab Only) | 50% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| New Faculty in Year \_\_ |  |  |  |
| New Faculty in Year \_\_ |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Support Faculty and Faculty Rank** | **Highest Degree and**  **Awarding Institution** | **Courses Assigned**  **in Program** | **% Time**  **Assigned**  **To Program** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| New Faculty in Year \_\_ |  |  |  |
| New Faculty in Year \_\_ |  |  |  |

D. Students – Describe general recruitment efforts and admission requirements. In accordance with the institution’s Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups to the program.

E. Marketable Skills – Describe the marketable skills and how the student will be informed of the marketable skills associated with the proposed program.

F. Library – Provide the library director’s assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.

G. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.

H. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

I. Evaluation – Describe the evaluation process that will be used to assess the quality and effectiveness of the new degree program.

**III. Costs and Funding**

A. Five-Year Costs and Funding Sources – Complete the following table to show estimated five-year costs and sources of funding for the program.

|  |  |  |  |
| --- | --- | --- | --- |
| **Five-Year Costs** | | **Five-Year Funding** | |
| Personnel1 | $0 | Reallocated Funds | $0 |
| Facilities and Equipment | $0 | Anticipated New Formula Funding3 | $0 |
| Library, Supplies,  and Materials | $0 | Designated Tuition and Fees | $0 |
| Other2 | $0 | Other4 | $0 |
| **Total Costs** | **$0** | **Total Funding** | **$0** |

1. Report costs for new faculty hires, graduate assistants, and technical support personnel. For new faculty, prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).
2. Specify other costs here (e.g., administrative costs, travel).
3. Indicate formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.
4. Report other sources of funding here. In-hand grants, “likely” future grants, and special item funding can be included.

|  |
| --- |
| **Signature Page**   1. Adequacy of Funding and Notification of Other Institutions – The chief executive officer shall sign the following statements:   *I certify that the institution has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution*.  *I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief Executive Officer Date   1. Board of Regents or Designee Approval – A member of the Board of Regents or designee shall sign the following statement:   *On behalf of the Board of Regents, I hereby certify that the program is appropriate for the mission of this institution, and the Board of Regents has approved the program.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Regents (Designee) Date of Approval |