|  |
| --- |
| 1. Overview of the request and resulting changes. Provide a one-paragraph description of the program. Is this program related or tied to other programs on campus? *[100 words]*
 |
|  |
| 1. Relation to institutional strategic goals. Describe the nature and purpose of the program in the context of the institution’s mission and core themes. *[200 words]*
 |
|  |
| 1. Process leading to submission. Briefly detail the planning, development, approval and early implementation process of the program at the institution. *[200 words]*
 |
|  |
| 1. **Program description.** Please include a complete listing of the program’s curriculum in Appendix A of this document.
 |
|  |
| 1. List the program requirements using the following table.

|  |  |
| --- | --- |
|  | Credits |
| Credits in required courses offered by the department offering the program |  |
| Credits in required courses offered by other departments |  |
| Credits in institutional general education curriculum |  |
| Credits of free electives |  |
| Total credits required to complete the program |  |

 |
| 1. List the learning outcomes for the program. Use learner-centered statements that indicate what students will know, be able to do, and/or value or appreciate as a result of completing the program.
 |
|  |
| 1. Need for the program. To what specific student, regional, and statewide needs is the institution responding with the program? How does the program meet those needs? Has demand for the program met the institution’s expectations? Consider workforce, student, economic, societal, and transfer needs in your response as appropriate. *[250 words]*
 |
|  |
| 1. **Similar programs.** Use the table below to identify and describe the relationship between any similar programs within the Montana University System.

|  |  |  |
| --- | --- | --- |
| Institution Name | Degree | Program Title  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| 1. Describe any efforts that were made to collaborate with similar programs at other institutions. If no efforts were made, please explain why. *[200 words]*
 |
|  |
| 1. **Implementation of the program.** When was the program be first offered? Describe the process of implementation *[100 words]*
 |
|  |
| 1. Complete the following table indicating the actual and projected enrollments in and graduates from the program since the program was first offered.

|  |  |
| --- | --- |
| Fall Headcount Enrollment | Graduates |
| AY\_\_\_ | AY\_\_\_ | AY\_\_\_ | AY\_\_\_ | AY\_\_\_ | AY\_\_\_ | AY\_\_\_ | AY\_\_\_ | AY\_\_\_ | AY\_\_\_ |
|  |  |  |  |  |  |  |  |  |  |

 |
| 1. Describe the methodology and sources for determining the enrollment and graduation projections above. *[200 words]*
 |
|  |
| 1. **Program assessment.** How is success of the program determined? What action would result if this definition of success is not met? *[150 words]*
 |
|  |
| 1. Describe the assessment process used to evaluate how well students are achieving the intended learning outcomes of the program. When do assessment activities occur and at what frequency? *[150 words]*
 |
|  |
| 1. What direct and indirect measures are used to assess student learning? *[100 words]*
 |
|  |
| 1. How are assessment findings employed to ensure the quality of the program? *[100 words]*
 |
|  |
| 1. Where appropriate, describe applicable specialized accreditation and explain why you have or have not sought accreditation. *[100 words]*
 |
|  |
| 1. **Physical resources.**
 |
| 1. Describe the existing facilities, equipment, space, laboratory instruments, computer(s), or other physical equipment that support the program. What has been the impact on existing programs of increased use of existing physical resources by the program? How has the increased use been accommodated? *[200 words]*
 |
|  |
| 1. What new facilities, equipment, space, laboratory instruments, etc., have been obtained or will be obtained to support the proposed program. (Enter the costs of those physical resources into the budget sheet.) How has or will the need for these additional resources be met? *[150 words]*
 |
|  |
| 1. **Personnel resources.**
 |
| 1. Describe the existing instructional, support, and administrative resources that support the program. What has been the impact on existing programs of increased use of existing personnel resources by the proposed program? How has the quality and productivity of existing programs been maintained? *[200 words]*
 |
|  |
| 1. Identify new personnel that have been or will be hired to support the program. (Enter the costs of those personnel resources into the budget sheet.) How have you secured the needed qualified faculty and staff? *[150 words]*
 |
|  |
| 1. **Other resources.**
 |
| 1. Are the available library and information resources adequate for the program? If not, how will adequate resources be obtained moving forward? *[100 words]*
 |
|  |
| 1. What impacts has the program had on student services? What are the implications of the new program on services for the rest of the student body? *[150 words]*
 |
|  |
| 1. **Revenues and expenditures.** Describe the implications of the program on the financial situation of the institution. *[100 words]*
 |
|  |
|  |
| 1. Describe expenses associated with the implementation of the program. How have these expenses been met? *[200 words]*
 |
|  |
| 1. If funding came from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact has the reallocation of funds in support of the program had on other programs? *[150 words]*
 |
|  |
| 1. If an increase in base funding was required to fund the program, indicate the amount of additional base funding and the fiscal year when the institution included the base funding in the department’s budget.
 |
|  |
| 1. If funding has or will come from one-time sources such as a donation, indicate the sources of other funding. What are the institution’s plans for sustaining the program when that funding ends? *[150 words]*
 |
|  |
| 1. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that are or will be valid to fund the program. What does the institution propose to do with the program upon termination of those funds? *[150 words]*
 |
|  |
| 1. **Student fees.** If the proposed program has or intends to impose new course, class, lab, or program fees, please list the type and amount of the fee.
 |
|  |
| 1. Complete the fiscal analysis form, starting from the inception of the program and noting which fiscal years show actual program data and which are projected.
 |

Signature/Date

**College or School Dean:**

**Chief Academic Officer:**

**Chief Executive Officer:**

**Flagship Provost\*:**

**Flagship President\*:**

\*Not applicable to the Community Colleges.

**Appendix A – Proposed New Curriculum**