

North Dakota University System  
**NEW ACADEMIC PROGRAM REQUESTS**

1. **Review SBHE policy 403.1 and take the appropriate actions described in the policy.**
2. **Submit the new program request in a proposal format which includes:**
  - (A) The *Academic Affairs Request Cover Page*.
  - (B) A *one-page executive summary* which addresses the need for the program, program objectives, cost and funding resources for implementation and maintenance of program, accreditation information if applicable, relationship of the program internally and externally to the campus, articulation opportunities, and plans for assessment of the program.
  - (C) An *in-depth review* of the areas covered in the executive summary (see #3 below).
3. **The following information describes the minimum to include in the complete proposal.**
  - (A) **Need:**
    - ?? Student interest Document the extent of interest on the part of present and potential students.
    - ?? Career Opportunities Cite local, regional, and national career opportunities utilizing specific job market data or other career information if available.
    - ?? Special Interest Document any special support for the program that has been expressed by local groups, state agencies, industry, research centers, and other educational institutions.
    - ?? Viability Project the number of enrollments expected in the program and the number of graduates anticipated.
  - (B) **Program Objectives:** Describe the objectives of the proposed program including any special strengths and/or unique features and relate them to the institutional mission, approved role and scope statement, and long-range academic plan as applicable.
  - (C) **Cost and Resources:** Estimate the cost of implementing and maintaining the program. Also, describe existing resources (equipment, facilities, personnel, library materials, etc.) that are available to support this program. Identify any additional resources which will be required now or in the future.
  - (D) **Accreditation Requirements:** Respond to the following questions if applicable: Does the institution plan to seek the approval of a professional accreditation association? If yes, does the program meet the requirements of that association?

(E) **Relationship of the Program**

- ?? To the institution Describe the relationship of the proposed program to existing programs. If appropriate, describe inter-departmental, inter-college, or other intra-institutional relationships.
- ?? To the System Describe the relationship of the program to other System institutions. Is the program collaborative in design? Does the proposed program duplicate or augment others in the System? Has the ?Program Delivery Decision Process? on page 25 of the *North Dakota University System Strategic Academic Plan* (April 1995) been followed?
- ?? To the region List programs elsewhere in the region which have a similar title or offer similar instruction and explain any major distinctions between the proposed program and the other programs. List the institutions, public or private, which offer them. (Note: Region is defined on the basis of the clientele to be served and the nature and scope of the program involved.)

(F) **Relationship to the Roundtable Recommendations** ([www.ndus.nodak.edu/reports](http://www.ndus.nodak.edu/reports))

1. **Economic Development Connections:** *Direct connections and contributions of the University System to the economic growth and social vitality of North Dakota.* How does this program contribute to economic growth? How does this program meet the information, training, and technology development and transfer needs of businesses, industries, and communities? What are the career opportunities? Workforce need of employers and salary?
2. **Education Excellence:** *High quality education and skill development opportunities which prepare students to be personally and professionally successful, readily able to advance and change careers, be life-long learners, and knowledgeable contributing members of an increasing global, multicultural society.* How do the students, employers and professional organizations have input into the curriculum of this program? What “practice experience” in business and industry will this program provide?
3. **Flexible and Responsive System:** *A University System environment responsive to the prioritized needs of its clients and serves as a model of a flexible, empowering, competitive, entrepreneurial, and rewarding organization for a new economy in a rural state.* How has flexibility been expanded? How is this program being responsive to the business community?
4. **Accessible System:** *A University System which is proactively accessible to all area of ND and seeks students and customers from outside the state. It provides students, business, industry, communities, and citizens with access to educational programs, workforce training opportunities, and technology access and transfer – and does so with the same performance characteristics as described in the “Flexible and Responsive” cornerstone.* Who is being served by untraditional means? How is access being provided? What is the number of resident and non-

resident, part-time and place-bound learners who will be able to take advantage of the increased access to education and training opportunities?

5. **Funding and Rewards:** *A system of funding, resource allocation, and rewards that assures quality and is linked to the expressed high priority needs and expectations of the University System – assures achievement of the expectation envisioned.* How does this program contribute to the economic development generation of the state, matching the expectations of the University System with the revenue generation capacity of the state and System? Does this program include interagency collaborative arrangements? Partnering arrangements with the private sector? Increased research investments beyond general fund sources?
  6. **Sustaining the Vision:** *A structure and process which assures the University System for the 21<sup>st</sup> century, as described by these cornerstones, remains connected, understood, relevant, and accountable to the present and future research, education, and public service needs of the state and its citizens – sustaining the vision.* How does this program work toward the proposed vision?
- (G) **Program Requirements:** List the program course requirements. Include in the lists of existing and new courses: course discipline/prefix, course number, course title, and the number of semester hours offered for the course.
- (H) **Program Assessment/Evaluation:** Describe the plan for evaluating the success of the proposed program. Who will do the evaluation, what will be the basis of the evaluation, when will it occur, and how will the results be acted upon?
- (I) **Program Delivery:** Describe the plan for delivering this program. Will the program delivery be traditional or distance education? If the program is to be offered through a distance education medium, is the request for IVN, Internet, or other methods? Approval to deliver a program off-campus does not guarantee times, dates, and receiving sites for any distance education medium; e.g. if IVN is the medium of choice, see attached IVN Approval Policy to select times, dates, and sites.
- (J) Unless there is a vote to suspend the rules, all curricular requests must be postmarked or sent by electronic means at least 10 working days prior to an Academic Affairs Council meeting in order to be placed on the agenda for consideration.

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