

New Academic Program Approval Packet

May 2008

- These guidelines and forms are used only for the approval of proposed new degrees and certificates, substantive changes to those, and for proposals to offer programs off-campus.
- For the approval of proposed new tracks or minors, go to www.umbc.edu/ugc/forms.html for undergraduate programs, or call the Graduate School at x53659 for graduate programs.

For questions, contact:

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or

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Table of Contents

	Page
New Program Submission and Review Procedures	3
Appendix A: Responsibilities in the Review Process for New Program Proposals	7
Appendix B: Flow Chart: Approval Process for New Programs	8
Appendix C: Components required by USM & MHEC in Program Proposals	9
Appendix D: Instructions for Preparing Proposal	11

New Program Submission and Review Procedures

Updated May 2008

These procedures concern new academic programs, including undergraduate majors, upper-division certificates, post-baccalaureate certificates, masters and doctoral degree programs.

(1) Department, Program, or Interdisciplinary Team Initiates Program Concept

Preliminary discussion of a new program may begin within a single academic department or program, with an interdisciplinary team involving two or more departments/programs, or with cooperation between an academic department/program and another campus unit, such as the Division of Professional Education and Training. The Department chair(s) should discuss the program with the appropriate dean(s) prior to proceeding to the next step. Programs that involve other campuses of the University System of Maryland or other colleges and universities outside the USM will necessarily involve additional steps and some modifications to the procedures described here.

Program Concept

Program Concept Group: A Committee of the Provost, Vice Provost for Academic Affairs, Vice Provost for Professional Education, Deans, APB Representative, and Faculty Senate President discusses and makes recommendations on the program concept.

Each new program concept is reviewed and evaluated by this committee. A decision is made whether to proceed with proposal development. This committee meets at least twice per semester. Contact Beth Wells at bwells@umbc.edu or x58907 for the meeting schedule.

Guidelines for Submissions to the Program Concept Group

- Describe the program concept in no more than one to one-and-a-half pages, including brief descriptions of the following elements:
 - Proposed name of program
 - Sponsoring department(s)
 - Description of the need for the program and educational objectives
 - Description of the target audience and market demand
 - Proposed curriculum
 - Resources needed
 - Faculty oversight
- Send the concept paper to Beth Wells at least one week in advance of the Program Concept Group meeting
- The sponsoring dean presents the concept to the Program Concept Group

- Feedback on the concept is conveyed to sponsoring department

When a program concept has been approved for development, the Provost's Office sends to the lead faculty or staff a "*Routing Sheet for Review and Approval*" which shows the level and kind of review that will be needed for this new program proposal. If you are developing a new proposal and have not received this sheet, be sure to contact Beth Wells at x 58907 or bwells@umbc.edu to discuss what you need before proceeding.

Program Development

The format of a program proposal depends on whether it is for a certificate or degree program, whether UMBC currently has a program in that area, and whether the program requires full review from the Maryland Higher Education Commission (MHEC) or administrative approval only. These guidelines cover most proposal types, but some requirements can also vary on a case-by-case basis. It is very important for program developers to seek consultation in the event of any questions. See Appendix C for a chart of the proposal components required by USM and MHEC for:

- New degree program or substantial modification or expansion of existing program
- New certificate program within an existing degree program
- New certificate program not wholly aligned with one existing degree program
- Proposal to offer at an off-campus location more than 1/3 of the required courses for a program

Timeline for Approval

It is also very important for program developers to have accurate information about: (a) how often and when the required UMBC faculty review committees meet to consider proposals; (b) schedules for USM/MHEC review; and (c) how long it may take each body to deliberate and respond. Program developers should contact Beth Wells, x 58907 bwells@umbc.edu to receive important information, advice, and assistance in the following areas before embarking on proposal development:

- confirmation on what components are required in the proposal
- the current schedule of meetings for all UMBC faculty committees that will sequentially review the proposal
- the current review schedules for the Maryland Higher Education Commission (MHEC), including the limited MHEC "windows" for submission
- development of a realistic timeline for faculty completion of the proposal and completion of campus and off-campus review relative to the desired first offering of the program
- advice on developing the proposal itself, including narrative and budget (informal review and feedback while developing).

(2) The proposal is developed and sent for informal review

Informal Review

All program proposals (including budgets) that will be submitted through the formal campus review process must first be reviewed informally by the Assistant Vice Provost for Academic Affairs. The purpose of this informal review is to give feedback to program developers about compliance with guidelines for narrative and budget portions of proposals and to offer advice on how the proposal might be enhanced for clarity, comprehensiveness, etc. Please submit the proposal for informal review at least three days in advance of the proposed date for starting it through the on-campus review process (see "Routing Sheet for Review and Approval"), to allow time for suggested revisions.

Proposal Submission & Review

When the proposed program involves collaboration (courses, etc.) with departments in addition to the one(s) making the proposal, letters of support from the collaborating departments are required.

(3) The proposal is submitted to the Vice President for Administration and Finance for budget review

(4) The proposal is sent to appropriate Dean(s), according to the instructions on the "Routing Sheet for Review and Approval"

(5) Proposal is submitted formally to the Vice Provost for Academic Affairs

Once it has been reviewed and approved by chairs and deans, the proposal and all supporting materials are sent to the Office of the Provost, to the attention of the Vice Provost for Academic Affairs. The Provost's Office formally reviews the proposal for sufficiency and clarity of presentation (not for final approval) and transmits it to appropriate faculty committees for review.

(6) Provost's Office submits Proposal to Academic Planning and Budget Committee

(7) Provost's Office submits Proposal to Undergraduate Council or Graduate Council

(8) Provost's Office Notifies USM

The Provost's Office sends the *Notification of New Program under Development* form (or *Letter of Intent*) to the Vice Chancellor for Academic Affairs at USM

(9) Faculty Senate receives Committee recommendations and forwards Proposal

The Faculty Senate President receives reports from the APB and the Undergraduate Council or the Graduate Council. Once recommendations from all relevant committees have been received, the Senate President brings the proposal to the Senate for approval. The Faculty Senate President then signs the *Routing Sheet* and sends it to the Vice Provost for Academic Affairs.

(10) Provost Recommends approval of Proposal to President

Upon receipt of the *Routing Sheet* with notification of approval by the Faculty Senate, the Provost transmits the proposal and all supporting materials to the President.

(11) Provost transmits Proposal to USM and MHEC

Appendix A

Responsibilities in the Review Process for New Program Proposals

Responsibilities of *faculty*:

- To submit, through Deans, a concept document sufficient to requirements of *Program Concept Group* (PCG)¹ found in this document
- If concept is approved, to prepare the full proposal in compliance with:
 - These guidelines and requirements
 - Program stipulations made by the PCG
 - Requirements for consultation with the co-sponsoring or affected Dean(s) indicated
- To submit the draft proposal to the Vice Provost for Academic Affairs for informal review and to make suggested revisions to comply with guidelines for narrative and budget
- To submit the formal proposal to the Vice President for Administration and Finance for budget review
- To submit to Dean(s) a proposal that meet requirements of guidelines and stipulations

Responsibilities of *Deans*:

- To play a critical academic role in shaping the program concept and examining potential costs
- To play an active role throughout the process
- To present concepts for new programs from their Colleges at PCG
- To review proposals for sufficiency and full compliance with these guidelines and all stipulations (for program content and for consultation) made by PCG
- To return to the faculty with feedback any proposal that does not meet guidelines
- To review proposals from other Colleges for which they are co-sponsor, which affect them, or in which their courses are included

Responsibilities of *Vice President for Administration and Finance*:

- To review the budgets of new program proposals

Responsibilities of the *Office of the Provost*:

Responsibilities of *Vice Provost for Academic Affairs*:

- To informally review all proposals
- To consult on program proposals with the Provost
- To send program proposals to the shared governance groups after they have been approved by administrators

Responsibilities of *Assistant Vice Provost for Academic Affairs*:

- To serve as primary contact in the Provost's Office for consultation on new program proposal requirements
- To staff the PCG and circulate record of decisions and stipulations
- To update, as needed, the following:
 - requirements for submission to PCG and dates of meetings
 - information about approval process for different kinds of programs and contact information for those needing advice or consultation
 - requirements for proposals for new programs
- To provide advice and consultation on internal and external approval process and timing
- To develop routing/approval sheets for new program proposals
- To submit Letters of Intent to USM
- To submit new program proposals to USM/MHEC
- To monitor proposal submissions to USM/MHEC

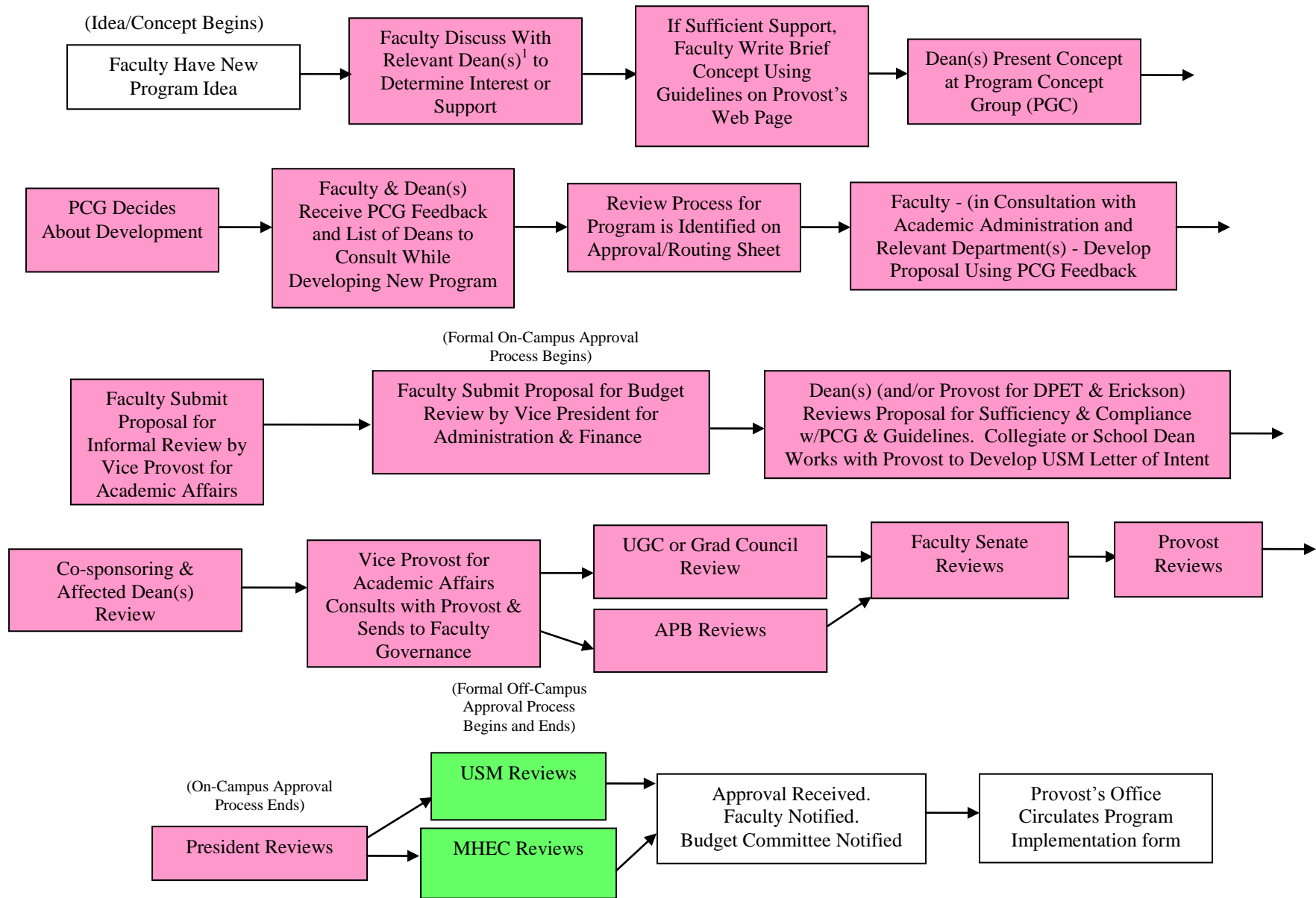
Responsibilities of *Provost*:

- To Chair the PCG
- To present concepts for new programs from Erickson School at PCG
- To review proposals from Erickson & DPET for sufficiency, sending forward through the approval process only those that meet all requirements of PCG and guidelines posted on the website
- To review all proposals at the end of the campus review process
- To notify the Budget Committee of new programs approved

¹ The responsibility of the *Program Concept Group* is preliminary review of the *proposed concept* for any proposed new program, in the form of a brief concept paper. Approval of the program concept by PCG is required before faculty may develop a full proposal for a new program. Stipulations on the development of the new program may be made. Members of the PCG are: The Provost, the Collegiate Deans, Dean of the Graduate School, Dean of Undergraduate Education, Vice Provost for Academic Affairs and Vice Provost for Continuing and Professional Studies.

Appendix B

APPROVAL PROCESS FOR NEW PROGRAMS



¹Deans are defined as Collegiate or School Deans, Dean of the Graduate School and Dean of Undergraduate Education.

Appendix C

Components required by USM & MHEC in program proposals

There are four general types of proposals. *

Type A - New degree program or substantial modification or expansion of existing program **

Type B - New certificate program within an existing degree program

Type C - New certificate program not wholly aligned with one existing degree program

Type D - Proposal to offer at an off-campus location more than 1/3 of the required courses for a program

The following chart shows which components are required for each proposal type.

<u>Components</u>	<u>Type A</u>	<u>Type B</u>	<u>Type C</u>	<u>Type D</u>
Cover letter provided by Provost's Office	X	X	X	X
Academic proposal form provided by Provost's Office	X	X	X	X
Title of the program and degree or certificate to be awarded	X	X	X	X
One paragraph description of program as introduction to the proposal	X	X	X	X
Description of how program relates to UMBC's mission	X			
Explanation of centrality of proposed certificate program to UMBC's mission			X	
Rationale for the program		X	X	
General requirements for the degree	X			
Total number of credits and their distribution	X			
Description of thesis/non-thesis options for graduate program	X			
Evidence of the market demand			X	
Need and demand for the program				X

* If the type of program you propose is not listed here, contact Beth Wells for guidance.

** A proposal to change the name of a program is an example of a substantive change.

Continued on next page.

The following chart continues to list components required for each proposal type.

<u>Components</u>	<u>Type A</u>	<u>Type B</u>	<u>Type C</u>	<u>Type D</u>
Educational objectives of the program	X	X	X	
Description of program as it would appear in catalog	X	X	X	
Curriculum design and list of courses by title and number ***	X	X	X	
Expected student learning outcomes	X	X	X	
Description of method of instructional delivery				X
Demonstrable quality of program faculty	X			
Faculty resources		X	X	X
Student access to academic services				X
Description of academic oversight, quality control, and student services				X
Similarities and differences in degree to be awarded compared to others offered within same geographical region				X
Library requirements, resources & assurances ****	X	X	X	X
Facilities & equipment	X	X	X	X
Student audience to be served & enrollment estimates	X	X	X	X
Impact on students' technology fluency ****	X	X	X	X
Budget narrative *****				
Budget Tables for Resources and Expenditure *****	X	X	X	X

*** All new courses must be approved by UGC or Graduate Council and posted on UMBC website by the time the proposal is sent off campus for review.

**** Specific language is required for these sections. See text of proposal guidelines.

***** See narrative instructions & tables in proposal guidelines.

**PROPOSAL FOR A NEW INSTRUCTIONAL ACADEMIC PROGRAM
Public and Nonpublic Institutions of Higher Education
Implementing Programs within the Existing Resources of the Institution
(Education Article, §11-206.1)**

_____ University of Maryland Baltimore County (UMBC) _____
Institution Submitting Proposal

Title of Program

Proposed HEGIS Code

Proposed CIP Code

Department in Which Program Will
Be Located

Name of Department Head

Degree or Certificate to be Offered

Proposed Initiation Date

Signature/Date

President/Chief Executive Approval

Date Endorsed/Approved by Governing Board

Date Received by Secretary of Higher Education

Developing the Proposal

Please provide the narrative information required for your type of proposal -- as shown in the chart in Appendix C – in a maximum of 10 pages, plus the Finance Data required.

For the following proposal components, please note:

1) Technology Fluency

Describe the manner in which this program will enhance students' technology fluency.

UMBC embraces the use of appropriate technology as an integral part of its teaching and research. This commitment is applied in three broad areas of focus to ensure the technological fluency of its graduates: (a) Continued enhancement of a technologically enabled campus environment; (b) Identification of a core set of basic IT skills and concepts for all students; and (c) Further development, as needed, of discipline-specific requirements appropriate to particular major programs offered at UMBC.

To learn more about UMBC's broad IT agenda, please refer to the following documents from UMBC's information technology and planning initiatives.

UMBC Strategic Plan for Information Technology

<http://www.gl.umbc.edu/it/IT-plan.pdf>

About Assured Access at UMBC

<http://www.umbc.edu/access/about.htm>

2) Library Resources

Assure that the library resources are adequate. Consult with the Director of the Albin O. Kuhn Library to identify library resources needed. After that consultation, include the figure in the budget (as needed) and include the following required statement in the narrative: "The President assures that institutional library resources meet new program needs."

3) Facilities

Assure that facilities are adequate. If new or renovated facilities are needed to support the new program, consult with the Vice Provost for Academic Affairs for referral to campus personnel who will assist in describing and estimating costs of meeting facility needs. After consultation, include the figures in the budget and include the following required statement in the narrative: "The President assures that institutional facilities meet new program needs."

4) Finance Data

Though MHEC requires finance data only for proposal types A and D, UMBC requires finance data for the first five years of the program for all proposal types: A, B, C, and D. This should include a budget narrative, Table 1 Resources, and Table 2 Expenditures, as shown below.

Figures should be presented for five years and then totaled by category for each year. Narrative explanation should accompany each table. Below is the format for both tables as well as directions for entering the data and writing the accompanying narrative. *It is very helpful to the administrators and committees who review the budgets when proposal writers include line notes at the bottom of the budget tables to identify and explain entries in the tables.*

Budget

TABLE 1: RESOURCES

1. Reallocated Funds

Data: Enter the amount of funds for the first five years of implementation that will be reallocated from existing campus resources to support the proposed program. This would include funds reallocated from the discontinuance or downsizing of academic programs.

Narrative: Analyze the overall impact that the reallocation will have on the institution, particularly on existing programs and organizational units.

2. Tuition and Fee Revenue

Data: Enter the estimated tuition and fee revenue that will be directly attributable to students new to the institution enrolled in this program each year. (For assistance in estimating this amount, contact Antonio Moreira at moreira@umbc.edu.)

Narrative: Describe the rationale for the enrollment projections used to calculate tuition and fee revenue.

3. Grants and Contracts

Data: Enter the amount of grants, contracts or other external funding which will become available each of the five years as a direct result of this program.

Narrative: Provide detailed information on the sources of the funding. Attach copies of documentation supporting the funding. Also, describe alternative methods of continuing to finance the program after the outside funds cease to be available.

Conditional approval may be granted to a proposal which is dependent on grant funds which have not been officially awarded at the time of proposal submission, but in which substantial evidence has been provided to indicate a favorable review and an impending grant award is imminent.

Under these conditions, program approval may be granted for a twelve-month period. During this period, the program may not be implemented. Full program approval is granted only after funding documentation is accepted. Under extraordinary circumstances, a one-time extension to conditional approval may be granted to an institution that provides compelling information to warrant an extension.

4. Other Sources

Data: Enter any additional funds from sources other than in 1, 2, and 3 that have been specifically designated for the program.

Narrative: Provide detailed information on the sources of the funding, including supporting documentation.

5. Total Year

Data: Total the financial resources that will be available for each year of program implementation. Include cumulative as well as one-time resources.

Narrative: Additional explanation or comments as needed.

TABLE 1: RESOURCES

Resources Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated Funds ²					
2. Tuition/Fee Revenue ³ (c+g below)					
a. #F.T Students					
b. Annual Tuition/Fee Rate					
c. Annual Full Time Revenue (a x b)					
d. # Part Time Students					
e. Credit Hour Rate					
f. Annual Credit Hours					
g. Total Part Time Revenue (d x e x f)					
3. Grants, Contracts, & Other External Sources ⁴					
4. Other Sources					
TOTAL (Add 1 – 4)					

² Whenever reallocated funds are included among the resources available to new programs, the following information must be provided in a line note—origin(s) of reallocated funds, impact of the reallocation on the existing academic program(s), and manner in which the reallocation is consistent with the institution's strategic plan.

³ This figure should be a realistic percentage of tuition and fees which will be used to support the new program. Factors such as indirect costs linked to new students and the impact of enrolling continuing students in the new program should be considered when determining the percentage.

⁴ Whenever external funds are included among the resources, the following information must be provided in a line note: source of the funding and alternative methods of funding the program after the cessation of external funding.

TABLE 2: EXPENDITURES

1. **Faculty (# FTE, Salary, and Benefits):** Enter (a) the cumulative number of new full-time equivalent faculty needed to implement the program each year, (2) the related salary expenditures, and (3) the related fringe benefit expenditures. (For example, if two new faculty members are needed, one in the first year and one in the second, the full-time equivalency, salary, and benefits for one member should be reported in Year 1, and the same information for both members should be reported in Year 2 and each successive year.)

Do not include in this line item the costs of part-time faculty. These costs should be entered and line-noted in Line 7, Other Expenses.
2. **Administrative Staff (# FTE, Salary, and Benefits):** Enter the cumulative number of new full-time equivalent administrative staff needed to implement the program each year, (2) the related salary expenditures, and (3) the related fringe benefit expenditures.
3. **Support Staff (# FTE, Salary, and Benefits):** Enter the cumulative number of new full-time equivalent support staff needed to implement the program each year, (2) the related salary expenditures, and (3) the related fringe benefits expenditures.
4. **Equipment:** Enter the anticipated expenditures for equipment necessary for the implementation and continuing operation of the program each year.
5. **Library:** Enter the anticipated expenditures for library materials directly attributable to the new program each year.
6. **New and/or Renovated Space:** Enter anticipated expenditures for any special facilities (general classroom, laboratory, office, etc.) that will be required for the new program. As a line note to the table or in attached narrative, indicate whether the renovation of existing facilities will be sufficient or new facilities will be necessary.
7. **Other Expenses:** Enter other expenditures required for the new program. Attach descriptive narrative or provide line notes on the table. Included in this category should be allowances for part-time faculty, faculty development, travel, memberships, office supplies, communications, data processing, equipment maintenance, rentals, etc.
8. **Total Year:** Add each expenditure (continuing and one-time) to indicate total expenditures for each year of operation.

TABLE 2: EXPENDITURES

Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Faculty (b + c below)					
a. # FTE					
b. Total Salary					
c. Total Benefits					
2. Admin. Staff (b+c below)					
a. # FTE					
b. Total Salary					
c. Total Benefits					
3. Support Staff (b+c below)					
a. # FTE					
b. Total Salary					
c. Total Benefits					
4. Equipment					
5. Library					
6. New or Renovated Space					
7. Other Expenses					
8. TOTAL (Add 1 – 7)					