## **New Graduate Degree Program Template**

Academic Year 2023-2024

Contact the Registrar's office to initiate a new program. A form will be created in [OCEAN 1.9](https://webapps-legacy.ohio.edu/ocean/dashboard/dashboard.htm) by the Registrar's office with a temporary program code.

This form is intended for standard graduate degree program proposals (*e.g., Master of Arts, Master of Science, Doctor of Philosophy).* For professional graduate degree programs *(e.g., Master of Business Administration, Master of Social Work, Doctor of Audiology, Doctor of Education),* additional information is required by CCGS. Use the **New Professional Graduate Degree Program Template.**For entry-level graduate programs (a program of advanced study that admits post-baccalaureate students into a graduate program who do not possess undergraduate academic preparation in the specific area of advanced study or a closely related area), contact the Associate Dean in Graduate College.

*\**Academic units should contact the Associate Dean for Graduate College as early as possible regarding any new program proposal or significant program change request (new track or concentration, any curricular change greater than 25%) and intended timeline for approval. The Graduate College will provide academic units with the appropriate CCGS template.

The CCGS Proposal for a new degree or degree programs overlaps with the *Substantive Change Application* from the Higher Learning Commission. In addition to the material outlined below, the Proposal should include attachments containing such items as: 1) brief 2-page faculty *vitae*; 2) course descriptions (not full syllabi); 3) needs surveys or market analysis; and 4) consultants’ reports (if applicable).

\*\*Please ensure the proposal is saved with the date and program code in the name of the document (e.g., MSXX01ProgramName\_112023).

The following points are expected to be addressed in the Proposal.

1. Summary Statement
2. Date of submission
3. Program code (assigned by Registrar’s office)
4. Name of program
5. Degree to be conferred
6. Administrative unit(s) proposing program
7. Name(s) of individual(s) proposing the program and email address(es)
8. Provide a program overview and anticipated opportunities for students upon graduation. (This will be published in the catalog.)
9. Basic Characteristics
10. Provide a rationale for the designation, definition of the focus of the program and a brief description of its disciplinary purpose and significance.
11. Program modality: fully on-campus in-person; fully online; hybrid (for online and hybrid programs, contact the Associate Dean in Graduate College for additional CCGS material)
12. Total number of credit hours for completion of program.
13. Normal or typical length of time for students to complete the program.
14. Proposed initial date for implementation of the program.
15. Primary target audience for the program (e.g., full-time, part-time, traditional college age, working adults, transfer students, military personnel, or particular ethnic or another demographic group).
16. Special efforts to enroll and retain underrepresented groups in the given discipline.
	1. Plan to ensure recruitment, retention and graduation of groups underrepresented within the discipline.
	2. Provide as background a general assessment of:
		1. Institution and departmental profiles of total enrollment and graduate student enrollment of underrepresented groups within the discipline (see <https://www.ohio.edu/iea/university-data/compendium>); and
		2. Compare underrepresented groups degree recipients from the department and university at all levels compared to national norms. Supply data by group where available. Comparison data should be available from the IPEDS Data Center (<https://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx>). Contact Institutional Effectiveness & Analytics if you need assistance.
17. Define the proposed policy on accepting transfer of credit from other institutions or other programs at OHIO.
18. Institutional Planning for New Program
19. What are the physical facilities, equipment, and staff needed to support the program? Indicate the impact that the proposed program will have on the physical resources and laboratories that currently accommodate existing programs and services, or identify new laboratory and preceptor needs. If new staffing is needed to support these facilities or if new staff are needed for the program, please discuss.
20. What is the evidence that a market for the new program(s) exists? How has estimated program demand been factored into realistic enrollment projections? How has this evidence been used in planning and budgeting processes to develop a quality program that can be sustained?
	1. Provide evidence of need for the new degree program, including the opportunities for employment of graduates.

Examples of potential metrics of program need include:

* *Student interest and demand* -- Potential enrollment; Ability to maintain the critical mass of students.
* *Institutional need* -- Plan for overall development of graduate programs at the proposing institution.
* *Societal demand* -- Intellectual development; Advancement of the discipline; Employment opportunities.
* *Scope* -- Local, regional, and national needs; International need.
1. Statewide Alternatives
2. Programs available at other Ohio institutions and how they may differ from the program being proposed;
3. Appropriateness of specific locale for the program; and
4. Opportunities for inter-institutional collaboration.
5. Growth of the Program
6. If the program request is approved, what future growth do you anticipate (e.g., in the next six months, three years) and how do you plan to manage this growth?
7. Fiscal Impact Statement
8. The Full Proposal must include an Ohio Department of Higher Education Fiscal Impact Statement (FIS) and should be used to demonstrate institutional plans for the judicious use of resources in terms of physical plant, personnel, and student support, and appropriate institutional commitment of resources to the new program. <https://highered.ohio.gov/educators/academic-programs-policies/academic-program-approval/ccgs>
9. When do you expect the program to be self-sufficient?
10. Curriculum and Instructional Design
11. Description of the proposed curriculum including identification of any specializations intended to appear on the student transcript.
12. Please list all the courses that comprise the program and identify if the program will include any new courses (using this chart).

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| --- | --- | --- |
| **Category** | **Number of Credit Hours** | **Percent of Total** |
| Existing or repackaged curricula: *Courses from existing inventory of courses at OHIO* |   |   |
| Revised or redesigned curricula: *Courses for which content has been revised for the new program* |   |   |
| New curricula: *Courses developed for the new program that haven't been offered at OHIO* |   |  |
| Total: *Must match the total number of credit hours required for the program* |   |  |

1. Include course titles, descriptions (not full syllabi) and number of credit hours for all program courses. Course descriptions may be assembled into an Appendix.
2. What are the requirements students must fulfill to complete the program successfully (including specific courses, course options, culminating experience, and any other requirements)?
3. Description of the required culminating, or integrated learning, experience. Examples of suitable culminating experiences include, but are not limited to: preparation of a thesis, dissertation or other creative written work; capstone or exit projects, which may be applied in nature and not necessarily involve research; comprehensive examinations; supervised field experiences, or any other integrated learning experience. With proper planning, the culminating experience may be integrated within coursework required for the degree.
4. Institutional Staffing, Faculty, and Student Support
5. How many and what types of faculty (full-time and part-time) will be employed in the program? Why is the number and type of faculty sufficient and qualified to support the program? How many, if any, new faculty will be hired for the program?
6. What are the administrative arrangements for the proposed program: department and school or college involved?
7. (This is not required by UCC, but CCGS will require this information. It has been added to this template to serve as a reference and to allow the proposer to begin collecting this information.) A faculty member must be identified for each course that is a required component of the curriculum. If a faculty member has not yet been identified for a course, indicate that as an “open position” and describe the necessary qualifications in the matrix. Please complete the faculty matrix and embed it in the Proposal. In addition, a 2-page CV for each identified faculty member must be included in an Appendix. An example faculty matrix is provided below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ****Name of Instructor**** | ****Rank or Title**** | ****Full-Time********or********Part-Time**** | ****Degree Titles,********Institution,********Year********Include the Discipline / Field as Listed on the Diploma**** | ****Years of Teaching Experience********In the Discipline/********Field**** | ****Additional Expertise in the Discipline/********Field********(e.g., licenses, certifications, if applicable)**** | ****Title of the Course(s)********This Individual Will********Teach in the Proposed Program********Include the course prefix and number**** | ****Number of********Courses this Individual will**** ****Teach Per Year at********All Campus Locations**** |
| *****e.g.,***** *****Jayden Smith***** | ***e.g., Professor, Assistant Professor, Adjunct Professor, Lecturer, etc.*** | ***FT***  | ***e.g.,*** ***M.S., Mathematics, ABC University, 1990*** | ***e.g.,******6*** |  | ***e.g.,*** ***MTH120: College Algebra******MTH148: Analytic Geometry*** | *****e.g.,**********7***** |
| *****Open Position***** | *****e.g., Professor, Assistant Professor, Adjunct Professor, Professor of Instruction, etc.***** | *****FT or PT***** | *****e.g.,***** *****Master's in English required***** | *****e.g.,***** *****3 years minimum***** |  | *****e.g.,**********ENG 100:**********English Composition I,**********English Composition II***** | *****e.g.,**********4***** |

1. Assessment and Program Review
2. What are the program’s instructional learning outcomes?
3. How will these outcomes and program quality be assessed?
4. How will the program prepare for future program reviews (see [Program Review Committee documentation](https://www.ohio.edu/faculty-senate/committees/ucc/program-review))?
5. How will individual student success in the program be measured?