*New* ***Undergraduate Major 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.

*\*Academic units should contact the Vice Provost for Undergraduate Education to inform them about this new program proposal and intended timeline for approval.*

\*\*Please ensure the proposal is saved with the date and program code in the name of the document (e.g., BAXX01ProgramName\_112023).

**Notes on using this template**:

1. Do not complete this form without checking to ensure that it is the most current one available. The most updated form will be located on the UCC Programs Committee website. https://www.ohio.edu/faculty-senate/committees/ucc/programs
2. Notes supplying directions and information are in red.
3. Boilerplate language that you should adopt without change is in blue. (Do change it to black prior to submission.) You are welcome to add to this language.

**REQUEST FOR APPROVAL**

**SUBMITTED BY:**

**Ohio University**

**(Insert degree designation and program/major/track name)**

**(Insert date of submission to ODHE)**

**REQUEST**

**Date of submission:**

**Name of institution:** Ohio University

**Degree:**

*Note*:e.g., Bachelor of Science, Bachelor of Education

**Program title:**
*Note*:e.g., Avian Studies, Early Childhood Education

**Six-digit CIP code (format: XX.XXXX):**

*Note:*CIP codes are standard national subject area designations. The list can be found at <https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>; select the one that most closely matches the program curriculum. The CIP code designation will be reviewed by the Vice Provost for Institutional Effectiveness and Analytics prior to submission. Please be sure you add both the CIP code as well as the definition associated with the selected CIP code.

**Approved/existing programs with same first two CIP code digits (format: CIP code, program name):**

*Note:* CIP codes for existing programs can be found at <https://www.ohio.edu/iea/university-data/program-inventory>.

**Total Number of Hours in Program:**

*Note:* inclusive of all graduation requirements. E.g., most bachelor’s programs will be 120 hours.

**Primary institutional contact for the request**

**Name: TBD- This will be completed by the Provost’s office.**

**Title:**

**Phone number:**

**E-mail:**

**Delivery sites:**

*(List all sites where the proposed program will be delivered)*

**Date that the request was approved by the institution’s governing board (e.g. Board of Trustees, Board of Directors): Date TBD- This will be completed by the Provost’s office.**

**Proposed start date:**

*\*The expectation is that a program will start within one year of Chancellor approval/authorization. Please contact the Chancellor’s staff to request an extension.*

**Institution's programs:** *(e.g., associate, bachelor's, master's, doctorate)*

Associates, bachelor’s, master’s, doctorate

**SECTION 1: INTRODUCTION**

* 1. *Provide a brief summary of the request that will serve as an introduction for the reviewers. including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students and a summary of resource needs.*

**SECTION 2: ACCREDITATION**

* 1. **Results of the last accreditation review**
* *Briefly describe the results of the institution's last accreditation review and submit the results (e.g., agency report, accreditation letters, requests for follow-up, etc.) as an appendix item.*
* On February 8th, 2016, the Institutional Actions Council of the Higher Learning Commission continued the accreditation of Ohio University with no stipulations or monitoring requirements.

**2.3 Notification of appropriate agencies**

* *Provide a statement indicating that the appropriate agencies (e.g., regional accreditors, specialized accreditors, state agencies, etc.) have been notified of the institution’s request for authorization of the new program.* ***Provide documentation of the notification as an appendix item.***

*Note:* OHIO’s Accreditation Liaison Officer will provide documentation of Higher Learning Commission notification.

**SECTION 3: LEADERSHIP—INSTITUTION**

**3.1** **Mission statement**

Ohio University holds as its central purpose the intellectual and personal development of its students. Distinguished by its rich history, diverse campus, international community, and beautiful Appalachian setting, Ohio University is known as well for its outstanding faculty of accomplished teachers whose research and creative activity advance knowledge across many disciplines.

**3.2** **Organizational structure**

A copy of the university’s organizational chart is provided in Appendix B.

**3.3 Organizational structure specific to graduate programs (if applicable)**

* *Provide a description of the administration of graduate programs, i.e., the graduate college or graduate office. Use an additional organizational chart if appropriate or refer to the one presented in the previous section.*
* *Identify the administrative head of the institution’s graduate programs and* ***provide his or her CV/resume as an appendix item****.*
* *Provide a description of the significant committees (e.g., graduate council, graduate curriculum committee, graduate admissions) related to the administration of the graduate programs within the institution.*

**3.4 Institutional review board (if applicable)**

* *Indicate**whether the institution has an Institutional Review Board. If so,* ***include the relevant policies as an appendix item****. If not, and the proposed program includes research on human subjects, describe how the institution intends to protect such research subjects.*

**SECTION 4: ACADEMIC LEADERSHIP—PROGRAM**

**4.1** **Organizational structure**

* *Describe the organizational structure of the proposed program. In your response, indicate the unit that the program will be housed within and how that unit fits within the context of the overall institutional structure. Further, describe the reporting hierarchy of the administration, faculty, and staff for the proposed program.*
* *Provide the title of the lead administrator for the proposed program and a brief description of the individual's duties and responsibilities. Include this individual’s CV/resume as an appendix item.*
* *Describe any councils, committees, or other organizations that support the development and maintenance of the proposed program. In your response, describe the individuals (by position) that comprise these entities, the terms of their appointment, and the frequency of their meetings.*

An example of a program specific committee that would support the program is a department curriculum committee comprised of the undergraduate chair, graduate chair, and 3 faculty from specific subspecialities in the department or in interdisciplinary group of faculty comprised of one representative from four specific departments Appointments could be made annually by the department chair or school directors, and the committee might meet each semester with additional meetings as needed.

**4.2** **Program development**

* *Describe how the proposed program aligns with the institution's mission.*
* *Indicate whether the institution performed a needs assessment/market analysis to determine a need for the program. If so, briefly describe the results of those findings. If completed, submit the full analysis as an appendix item.*
* *Indicate whether the institution consulted with advisory groups, business and industry, or other experts in the development of the proposed program. If so, briefly describe the involvement of these groups in the development of the program.*
* *Indicate whether the proposed program was developed to align with the standards of a specialized or programmatic accreditation agency. If so, indicate whether the institution plans to pursue programmatic/specialized accreditation for the proposed program and provide a timeline for achieving such accreditation. If the program is already accredited, indicate the date that accreditation was achieved and provide information on the next required review.*

**4.3** **Collaboration with other Ohio institutions**

* *For public institutions only, indicate whether any public institution(s) within a thirty-mile radius of your institution offers the proposed program. If so, list the institutions that offer the proposed program and provide a rationale for offering an additional program at this site.*
* *Indicate whether the proposed program was developed in collaboration with another institution in Ohio. If so, briefly describe the involvement of each institution in the development of this request and the delivery of the program.*

**SECTION 5: STUDENT SERVICES**

**5.1** **Admissions policies and procedures**

*Describe the admissions requirements for the program. In your response, highlight any differences between the admission requirements for the program and for the institution as a whole.*

*Note*: For Athens campus admissions, OHIO undergraduate admission requirements for first year students operates on a holistic, selective review and looks for evidence of academic preparation in a strong college-preparatory curriculum when reviewing applications for admission including academic performance, GPA, and class rank. RHE campus admissions are open enrollment for anyone with a high school diploma or equivalent (e.g., GED). If the program you are submitting is a more selective undergraduate program, compare program admissions requirements to university requirements.

* *Describe the transfer credit policies for the proposed program, including the use of credit transfer review committees and the maximum number of hours that can be transferred into the program. In your response, specifically address the credit that may be transferred*
	+ *For public institutions only, according to the Department of Higher Education’s Transfer Assurance Guide (TAG) and Career Technical Credit Transfer (CT2) initiatives; and other types of transfer credit awarded toward major program requirements (e.g., AP, life experience, CLEP, portfolio, etc.).*

*Note*: OHIO undergraduate admissions recognize and accept several kinds of transferable credit, including college level courses taken at a regionally accredited institution; exams such as AP, IB, CLEP, A-Level, PLTW, and ECE; completing specified high school technical programs; courses taken while enlisted in the armed force; credit based on prior life experiences. OHIO honors all TAG and CT2 transfer guarantees provided that OHIO offers an approved program or a course. In certain instances, OT36 approved courses may transfer as category-to-category rather than course-to-course.

*Note*: University-wide undergraduate graduation requirements stipulate that (a) students must earn a minimum of 30 semester credit hours for a bachelor’s degree while enrolled at Ohio University, and (b) you must earn a minimum of 50 percent of coursework taken to fulfill your major concentration, minor, or certificate requirements in residence.

**5.2** **Student administrative services**

*Indicate whether the student administrative services (e.g., admissions, financial aid, registrar, etc.) currently available at the institution are adequate to support the program. If new or expanded services will be needed, describe the need and provide a timeline for acquiring/implementing such services.*

*Note*: For most undergraduate programs, the assumption is that existing student administrative services are sufficient to meet program needs. If this is incorrect, please explain needs.

Ohio University provides student administrative services centrally through several offices, including (but not limited to) the Ohio University’s Office of Admissions, Office of the Registrar, Office of Office of Student Financial Aid and Scholarships, and Office of the Bursar.

**5.3** **Student academic services**

*Indicate whether the student academic services (e.g., career services, counseling, tutoring, ADA, etc.) currently available at the institution are adequate to support the program. If new or expanded services will be needed, describe the need and provide a timeline for acquiring/implementing such services.*

*Note*: For most undergraduate programs, the assumption is that existing student academic services are sufficient to meet program needs. If this is incorrect, please explain needs.

Ohio University provides student academic services centrally through several offices, including (but not limited to) the Ohio University’s Allen Advising, Academic Achievement Center, Center for Advising, Career, and Experiential Learning (ACEL), Office of First-Year and Student Transitions, Center for Campus and Community Engagement, Office of Accessibility Services, and the Office of International Student and Scholar Services.

**SECTION 6: CURRICULUM**

**6.1** **Introduction**

* *Provide a brief description of the proposed program as it would appear in the institution’s catalog.*

**6.2** **Program goals and objectives**

* *Describe the goals and objectives of the proposed program. In your response, indicate how these are operationalized in the curriculum.*

**6.3** **Course offerings/descriptions**

*Complete the following table to indicate the courses that comprise the program. Please list courses in groups by type (e.g., major/core/technical, general education, elective), indicate if the courses* are *new or existing, and, if applicable, highlight the course(s) that make up the culminating experience of the program.*

*Note:* This includes all required hours for the degree program (i.e., 120-126 hours for a bachelor’s degree, 60 hours for an associate degree). If students have the option to choose from a variety of courses to meet a requirement, you can include something like (choose 1 course from XXXX list of courses). For general education courses that are not part of the major requirements, refer to the Undergraduate Catalog for the list of eligible courses; a list or the catalog pages may go into an Appendix. If major or college elective categories comprise a long list of courses, those lists should also go into the Appendix.

Also, please illustrate how Ohio Transfer 36 requirements will be met. The OT36 should include the following minimum requirements:

* 3 hours: English Composition and Oral Communication
* 3 hours: Mathematics, Statistics, and Logic
* 6 hours: Arts and Humanities (2 different disciplines)
* 6 hours: Social and Behavioral Sciences (2 different disciplines)
* 6 hours: Natural Sciences (at least 1 course)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course (name/number)  | No. of credit hours (q/s)  | Major/ Core/ Technical  | General Education  | Elective  | OTM, TAG or CT2 equivalent course  | New/Existing Course  |
| ***OTM: Courses satisfying the OTM Requirements***  |
| *e.g., MTH130: Statistics*   | *e.g., 3s*  |   | *X*  |   |  *X*   | *e.g., Existing*  |
| *English Composition and Oral Communication: 3 credits*  |
|   |   |   |   |   | *X*  |   |
| *Mathematics, Statistics, and Logic: 3 credits*  |
|   |   |   |   |   | *X*  |   |
| *Arts and Humanities (2 different disciplines): 6 credits*  |
|   |   |   |   |   | *X*  |   |
|   |   |   |   |   | *X*  |   |
| *Social and Behavioral Sciences (2 different disciplines): 6 credits*  |
|   |   |   |   |   | *X*  |   |
|   |   |   |   |   | *X*  |   |
| *Natural Sciences (at least one course): 6 credits*  |
|   |   |   |   |   | *X*  |   |
|   |   |   |   |   | *X*  |   |
| ***Total OTM Credits (Must equal or exceed 36 credits)***  |   |
| ***Remaining Program Courses***  |
|   |   |   |   |   |   |   |
| *e.g., BUS150: Into to Management*  | *e.g., 3s*  | *X*  |   |   |  *X*   | *e.g., Existing*  |
| *e.g,BUS350: Managing Healthcare Facilities*  | *e.g., 3s*  |   |   | *X*  |   | *e.g., New*  |
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| **Total Credits of New Courses**  |   |
| **Total Credits of Revised Courses**  |   |
| **Total Credits of Existing Courses**  |   |
| **Total Credits to Degree (must equal or exceed 60 credits for associate degree, 120 for bachelor’s degree)**  |   |

*Provide a brief description of each course in the proposed program as it would appear in the course catalog. In your response, include the name and number of the course.*  ***Submit course syllabi as appendix items.***

*Note*: This includes all major courses.

**6.4 Program sequence**

*Provide the intended/ideal sequence to complete the program in the table below. An example is provided. Add additional time periods as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Time period** | **Curriculum component** | **Time period** | **Curriculum component** |
| ***e.g., Year 1******Fall Semester*** | Courses/Activities | ***e.g., Year 1******Spring Semester*** | **Courses/Activities** |
|  | *BIO 145: Biology* |  |  |
|  | *BUS150: Intro to Management* |  |  |
|  | *PSY100: Intro to Psychology* |  |  |
|  | *MTH 130: Statistics* |  |  |
|  |  |  |  |
| **Time period** | **Curriculum component** | **Time period** | **Curriculum component** |
| ***e.g., Year 2******Fall Semester*** | **Courses/Activities** | ***e.g., Year 2******Spring Semester*** | **Courses/Activities** |
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| **Time period** | **Curriculum component** | **Time period** | **Curriculum component** |
| ***e.g., Year 3******Fall Semes*ter** | **Courses/Activities** | ***e.g., Year 3******Spring Semester*** | **Courses/Activities** |
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| **Time period** | **Curriculum component** | **Time period** | **Curriculum component** |
| ***e.g., Year 4******Fall Semester*** | **Courses/Activities** | ***e.g., Year 4******Spring Semester*** | **Courses/Activities** |
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Total Number of credits in the program \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ *Note*: bachelor’s degree must be 120-126 credits.

**6.5 Program examinations and culminating experiences (graduate programs only)**

* *Provide a description of each examination that is necessary for program completion (e.g., candidacy examinations, comprehensive examinations, professional credentialing examinations). Include in your response:*
	+ *a brief description of the examination, how it is graded/evaluated, and its intended outcome;*
	+ *the point in the program where the examination occurs;*
	+ *opportunities for remediation that the student will have should he or she fail the examination.*
* *Provide a description of the culminating/capstone experience (e.g., final project, thesis, dissertation, field placement, portfolio, etc.) that is required in the proposed graduate program. Include in your response:*
	+ *a brief description of culminating/capstone experience, how it is graded/evaluated, and its intended outcome;*

*the requirements for faculty supervising these final experiences.*

**6.6** **Alternative delivery options (please check all that apply):**

|  |  |
| --- | --- |
| [ ]  | More than 50% of the program will be offered using a fully online delivery model |
| [ ]  | More than 50% of the program will be offered using a hybrid/blended delivery model |
| [ ]  | More than 50% of the program will be offered using a flexible or accelerated delivery model |

*For the purposes of this document, the following definitions are used:*

* *an* ***online course*** *is one in which most (80+%) of the content is delivered online, typically without face-to-face meetings;*
* *a* ***hybrid/blended course*** *is one that blends online and face-to-face delivery, with substantial content delivered online;*
* *a* ***flexible or accelerated program*** *includes courses that do not meet during the institution’s regular academic term as well as courses that meet during the regular academic term but are offered in a substantially different manner than a fixed number of meeting times per week for all the weeks of the term.*

**6.7** **Off-site program components (please check all that apply):**

|  |  |
| --- | --- |
| [ ]  | Co-op/Internship/Externship |
| [ ]  | Field Placement |
| [ ]  | Student Teaching |
| [ ]  | Clinical Practicum |
| [ ]  | Other |

**SECTION 7: ASSESSMENT AND EVALUATION**

**7.1** **Program assessment**

* *Describe the policies and procedures in place to assess and evaluate the proposed program. In your response, include the following:*
	+ *Name of the unit/position responsible for directing assessment efforts;*
	+ *Description of any committees or groups that assist the unit;*
	+ *Description of the measurements used;*
	+ *Frequency of data collection;*
	+ *Frequency of data sharing; and*

*How the results are used to inform the institution and the program.*

*Note*: Departments/schools are responsible for program assessment activities, including creating measurable program outcomes, designing assessment methods, collecting assessment data, reviewing assessment results, and implementing program changes based on results of assessments. Ohio University requires programs to submit program outcomes assessment reports annually to the [Assessment Clearinghouse](https://www.ohio.edu/iea/assessment).

**7.2** **Measuring student success**

* *Describe the policies and procedures in place to measure individual student success in the proposed program. In your response, include the following:*
	+ *Name of the unit/position responsible for directing these efforts;*
	+ *Description of any committees or groups that assist the unit;*
	+ *Description of the measurements used;*
	+ *Frequency of data collection;*
	+ *Frequency of data sharing;*
	+ *How the results are used to inform the student as they progress through the program; and*

*Initiatives used to track student success after program completion.*

*Note*: Departments/schools are responsible for measuring individual student success in programs. Ohio University offers centralized services to support individual students through [graduation plans](https://www.ohio.edu/acel/graduation-plans).

**SECTION 8: FACULTY**

**8.1** **Faculty appointment policies**

*Describe the faculty designations available (e.g., professor, associate professor, adjunct, instructor, clinical, etc.) for the proposed program's faculty. In your response, define/describe the differences between the designations.*

Ohio University classifies faculty according to four categories:

1. tenure-track faculty (assistant professor, associate professor, and professor) – who are expected to contribute to the teaching, research, and service missions of the university
2. instructional faculty (assistant professor of instruction, associate professor of instruction, and professor of instruction) – who are primarily considered instructional personnel and may also have service responsibilities related to the teaching mission of the department, college, or university yet have no expectation for research or creative activity
3. clinical faculty (assistant clinical professor, associate clinical professor, and clinical professor) – who are in the Heritage College of Osteopathic Medicine (HCOM) or the College of Health Sciences and Professions (CHSP) whose work is primarily teaching in a clinical setting (e.g., physicians, clinicians)
4. fixed-term contract faculty that includes full-time visiting professors or part-time (semester by semester) instructors

*Describe the credentialing requirements for faculty who will be teaching in the program (e.g., degree requirements, special certifications or licenses, experience, etc.).*

Ohio University Policy [18.001 Faculty Credentials and Tested Experience](https://www.ohio.edu/policy/18-001) requires minimum qualifications of all faculty/instructional staff teaching courses or developing courses for college credit at OHIO based on Higher Learning Commission’s (HLC) Determining Qualified Faculty [Guidelines on Faculty Qualifications](https://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf). As pertains to the HLC [Assumed Practices](https://www.hlcommission.org/Policies/assumed-practices.html) B.2 Faculty Roles and Qualifications, qualified faculty members are identified by credentials or equivalent/tested experience.

*Describe the institution's load/overload policy for faculty teaching in the proposed*  *program.*

*Indicate whether the institution will need to identify additional faculty to begin the*  *proposed program. If additional faculty members are needed, describe the appointment*  *process and provide a timeline for hiring such individuals.*

**8.2** **Program faculty**

* *Provide the number of existing faculty members available to teach in the proposed program.*

Full-time:

Less than full-time:

* *Provide an estimate of the number of faculty members to be added during the first two years of program operation.*

Full-time:

Less than full-time:

**8.3** **Expectations for professional development/scholarship**

* *Describe the institution's general expectations for professional development/scholarship activities by the proposed program's faculty. In your response, describe any differences in the expectations for tenure-track vs. non tenure-track faculty and for full-time vs. part-time faculty. Indicate the financial support provided for such activities.* ***Include a faculty handbook outlining the expectations and documenting support as an appendix item.***

*Note:* OHIO expects all tenure-track faculty to make significant positive contributions to the academic life of the university through teaching, research and/or scholarly activity and/or creative activity, and service. Non-tenure-track instructional faculty are not expected to engage in research, scholarly activity, or creative activity. In accordance with the OHIO Faculty Handbook, specific expectations for faculty professional development and scholarship depend upon the distribution of responsibilities for each faculty member and on College and Department criteria for tenure, promotion, annual merit evaluation, and/or contract renewal.

Note: OHIO provides incentives for professional development of instruction through selected opportunities from the [Center for Teaching, Learning, and Assessment](https://www.ohio.edu/center-teaching-learning). A variety of grants to support scholarly activity are available from the [Office of Research](https://www.ohio.edu/research).

*Note:* Department and, if relevant, College annual merit review criteria should also be included here. List any funding from the College or Department for professional development and/or research and provide the policies that guide distribution.

**8.4** **Faculty matrix**

* *Complete a faculty matrix for the proposed program. 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 (as shown in the example below).* ***A copy of each faculty member’s CV must be included as an appendix item.***

*Note:* Provide CVs for all faculty who teach in the major.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.,*** ***John Smith*** | ***e.g., Professor, Assistant Professor, Adjunct Professor, Lecturer, etc.*** | ***FT or PT*** | ***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, Lecturer, 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*** |
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**SECTION 9: LIBRARY RESOURCES AND INFORMATION LITERACY**

**9.1** **Library resources**

*Describe the involvement of a professional librarian in the planning for the program (e.g., determining adequacy of current resources, working with faculty to determine the need for additional resources, setting the budget for additional library resources/services needed for the program).*

Program developers work with subject librarians to identify any needed resources during program development. Additionally, Ohio University Libraries have representation on University Curriculum Council (UCC). New degree programs are reviewed by the Libraries’ representative as part of the UCC process and shared with subject librarians and the Libraries’ Assistant Dean with collections oversight. Recommendations for additional resources and services are shared with program developers.

*Describe the library resources in place to support the proposed program (e.g., print, digital, collections, consortia, memberships, etc.).*

The collections of the Ohio University Libraries include more than 3.6 million print and electronic volumes and extensive special collections. These include: digital collections, archives, microfilm, and specialized material. In addition to our own collections, the Libraries are members of OhioLINK and the Center for Research Libraries both of which allow for dependable access to their extensive collections. Additionally, University Libraries are ranked among the leading institutions for fast and reliable traditional interlibrary loan services.

*Describe any additional library resources that will be needed to support the request and provide a timeline for acquiring/implementing such services. Where possible, provide a list of the specific resources that the institution intends to acquire, the collaborative arrangements it intends to pursue, and monetary amounts the institution will dedicate to the library budget to support and maintain the proposed program.*

Subject librarians, library collections and acquisitions specialists, and program developers work together to ensure critical resources are identified and the funds for required acquisitions are secured. In additional to annual acquisitions funds, the Libraries’ 1804 Special Library Endowment fund can be used to help build collections for new programs.

**9.2** **Information literacy**

*Describe the institution's intent to incorporate library orientation and/or information literacy into the proposed program. In your response, describe any initiatives (e.g., seminars, workshops, orientations, etc.) that the institution uses or intends to use for faculty and students in the program.*

University Libraries offer a variety of opportunities online and in-person for students to develop their information skills and dispositions, including workshops, course-integrated instruction, digital learning objects, and consultations with professional librarians.

**SECTION 10: BUDGET, RESOURCES, AND FACILITIES**

**10.1** **Resources and facilities**

*Describe additional resources (e.g., classrooms, laboratories, technology, etc.) that will be needed to support the proposed program and provide a timeline for acquiring/implementing such resources.*

**APPENDICES**

Please list the appendix items submitted as part of the request in the table provided below. Please list the items in the order that they are referred to in the text.

**Please note that the institution is required, at a minimum, to submit the following the items as part of the review:**

Results of recent accreditation reviews Course syllabi

Organizational Chart Faculty CVs

Faculty/student handbooks (or link) Current catalog (or link)

Other items as directed in the supplemental forms (if submitted)

|  |  |
| --- | --- |
| Appendix Name | Description |
| 2.2 Accreditation reviews  | AQIP Reaffirmation action letter and HLC systems appraisal feedback report   |
|  |  |
| 3.2 Ohio University Academic Organization Chart | Ohio University organizational structure   |
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**Commitment to Program Delivery**

*Provide a statement of the institution's intent to support the program and assurances that, if the institution decides in the future to close the program, the institution will provide the necessary resources/means for matriculated students to complete their degree.*

By approving the [degree/program] through our curricular review process and a positive vote by the Board of Trustees, Ohio University has committed to supporting this program. Should this program be eliminated, all students enrolled in it and matriculated prior to its elimination will have the opportunity to complete their degree without costs additional to their matriculated program.

*UCC Required Items*

1. What overlap or duplication exists between the proposed program and other OHIO programs?
2. Will the proposed program replace a program currently offered with the same CIP code (e.g., an update of an existing program)?
3. To what extent will students in the program come from students who would enroll at OHIO in a different program?
4. Provide evidence of consultation, cooperation and/or collaboration with other OHIO programs in the development of this proposal. Documented approval is required from departments whose courses your program will require. Evidence of consultation should be included in all cases where your program impacts other academic departments or schools.
5. Graduation Requirements (in addition to university requirements)

Are there minimum grade requirements for individual courses?

Is there a minimum GPA for courses in the major?

1. Are there any limits on the number of enrollments?  If yes, what criteria will be used to make selections?
2. What academic unit will be home to the program? List partnering units if applicable.
3. How will administrative support be provided?