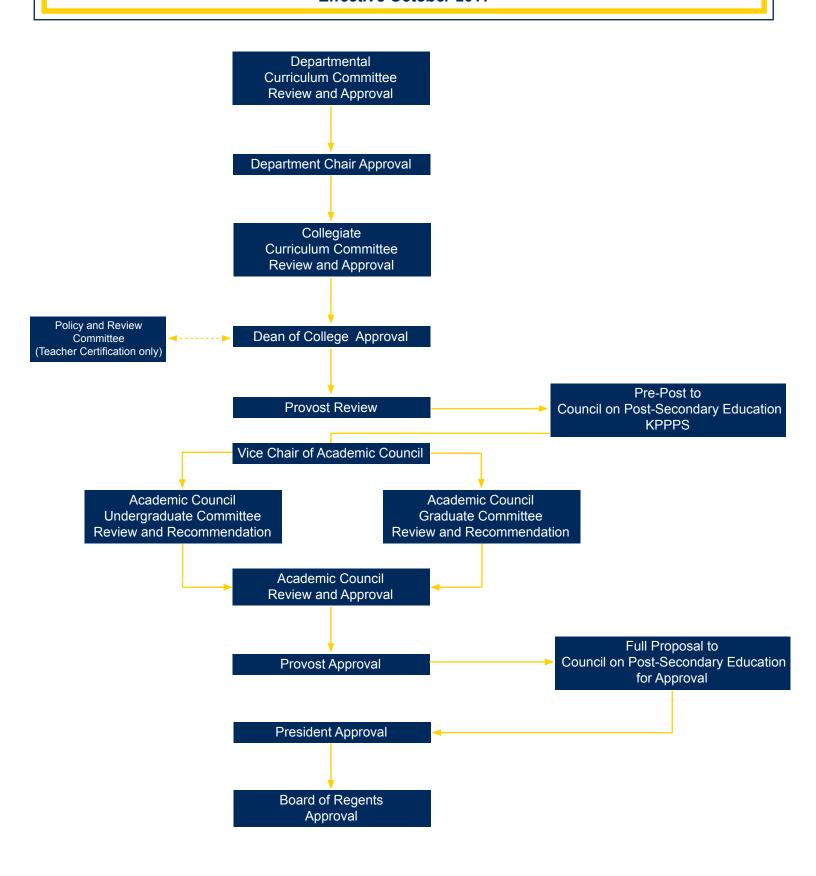
## Office of the Provost and Vice President for Academic Affairs

## APPROVAL PROCESS FOR NEW DEGREE PROGRAMS Effective October 2011



## Information Required for Posting to CPE Website Kentucky Postsecondary Program Proposal System (KPPPS)

Institution Program Type

Date of Pre-Proposal Federal CIP Code

Program Name Proposed Implementation Date

Degree Level Institutional Contact

- 1. Provide a brief description of the program. What are the objectives of the proposed program? Explain how they support the institutional mission and strategic priorities, the statewide postsecondary education strategic agenda, and the statewide strategic implementation plan. If applicable, attach the approval letter from the Education Professional Standards Board.
- 2. What are the intended student learning outcomes of the proposed program? Identify both the direct and indirect methods by which these intended outcomes will be assessed.
- 3. Provide justification and evidence to support the need and demand for this proposed program. Include any data on student demand; career opportunities at the local, state, and national levels; and any changes or trends in the discipline(s) that necessitate a new program. Specify if the program is distinctive in nature (e.g., the program will be one of 10 or fewer similar programs offered by one of the public institutions within the Southern Regional Education Board region, http://www.sreb.org/).
- 4. How will the program support or be supported by other programs within the institution? Will this program replace any existing program(s) or tracks, concentrations, or specializations within an existing program?
- 5. If similar programs exist within the state, is there sufficient evidence that the proposed program is different from existing programs or access to existing programs is limited? If similar programs exist, do they serve the same student population (i.e., students in the same geographic area)? If so, is there collaboration between the proposed program and existing programs? Is there evidence that there is excess demand for existing similar programs?
- 6. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)? If yes, please explain.
- 7. Provide the number of faculty available for the program and their earned degrees and credentials. If new or additional faculty is needed, provide a plan to ensure that appropriate faculty resources are available, either within the institution or externally, to support the program. If new faculty members are required, note whether they will be part-time or full-time.
- 8. If the proposed program is an applied doctorate, please address the following.
- •If the curriculum includes a clinical or experiential component, list and discuss the nature and appropriateness of available clinical sites. Supply letters of commitment from each clinical site that specifies the number of students to be accommodated and identifies other academic programs that also use the facilities.
- Describe how the doctorate builds upon the reputation and resources of the existing master's degree program in the field.
- •Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.
- Explain the impact on the proposed applied doctorate on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed.

9. Estimate the level of new and existing resources that will be required to implement and sustain the program using the spreadsheet below.

Revenue	1st Year	2nd Year	3rd year	4th year	5th year
Federal Sources					
New					
Existing					
State Sources					
New					
Existing					
Non-State Sources					
New					
Existing					
Tuition					
New					
Existing					
Internal Allocation					
Internal Reallocation					
Total Revenue:					
New					
Existing					
Evnoncos					
Expenses  Personnel: Faculty	I				
Personnel: Faculty					
New					
Existing					
Personnel: Administrative/Other Professional					
New					
Existing					
Personnel: Graduate Assistants					
New					
Existing					
Facilities and Remodeling					
New					
Existing					
Equipment and Instructional Materials					
New					
Existing					
Library					
New					
Existing					
Academic and Student Support Services					
New					
Existing					
Assessment					
New					
Existing					
Student Space and Equipment (If doctoral program)					
New					
Existing					
Narrative Explanation/Justification					
h					
Faculty Space and Equipment (If doctoral program)					
New					
Existing					
Narrative Explanation/Justification	<del> </del>				
Traired Explanation/oustilloation					
Total Expenses:	<del> </del>				
New					
Existing	<u> </u>				