

DIN: 3065-3-01
Name of Procedure: Completing a New Program Application Procedure

Purpose

To delineate all the steps involved in completing a New Program Application (MnSCU form) and to identify who should provide input/information for the various sections of the form.

Scope

This procedure is conducted by the Dean of Academic Affairs, with input from various other college personnel.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition/Description
New Program Application	MnSCU form used to apply to be allowed to offer a new program.

Procedure

The table below describes the steps in this procedure:

Step	Action		
1	<p>Notify college personnel who will be asked for information needed to complete the form so they can begin to gather the data needed.</p> <table border="1"> <tr> <td>If the new program is related to an existing program, current faculty may be sources of information.</td> <td>If the new program is unrelated to any existing programs, the Dean will secure outside advisors appropriate for providing input regarding the new program.</td> </tr> </table>	If the new program is related to an existing program, current faculty may be sources of information.	If the new program is unrelated to any existing programs, the Dean will secure outside advisors appropriate for providing input regarding the new program.
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2.	<p>Complete Section I: Description of the Proposed Program. This may or may not be exactly the same as the description used on the New Program Intent. Data needed:</p> <ul style="list-style-type: none"> ▪ Projected number of annual graduates ▪ Suggested 6-digit CIP (<i>seek from AA admin assistant or MnSCU Program Review department staff</i>). ▪ Program name(s) ▪ Award (s) ▪ Credit Length(s) ▪ Location(s) ▪ Effective start date(s) ▪ Closure date (if applicable---short term program) ▪ Affiliated educational institution that offers one or more credits in this program (e.g., BSU, Distance Minnesota collaborative colleges) ▪ Is award offered jointly? ▪ Brief catalog description of program (<i>get from Program Intent form, though it can be modified</i>) ▪ Program learning outcomes (“Graduates will be able to” (<i>seek input of current faculty if new program is related to an existing program; if not, seek input of advisor(s) identified in step 1</i>)) 		

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3.	<p>Complete Section II: Documented Need for the Program. (See Section III, “Resources,” for assistance in documenting these items. Also review the “New Program Rating Criteria” in this section.)</p> <ul style="list-style-type: none"> ▪ Mission ▪ Occupational/Professional Demand (seek input from Director of Institutional Effectiveness and/or MnSCU Labor Market analyst and/or ISeek website) ▪ Student Interest (seek assistance of Director of Institutional Effectiveness and/or Director of External Relations) ▪ Unnecessary Program Duplication: Explain how the proposed program is similar to and/or different from existing programs. ▪ Resources. Describe the faculty, equipment, and library resources available for implementation of the program (include resources for cooperating institution also). Describe donations and other contributions received from outside the institution. ▪ External Relations/Collaboration. Discuss ways in which you have involved others in your program development efforts; cooperative arrangements with other institutions; business/industry advisory committee, transferability of your program, etc. (Seek input from current faculty if new program is related to an existing program; if not, seek input from advisor(s) identified in Step 1.)
4.	<p>Complete Section III: Budget and Financial Information (the Board office will assume that a college reallocation will be achieved to balance revenues and expenditures). Figures are needed for the first FOUR years of the program.</p> <ul style="list-style-type: none"> ▪ Identify the projected new FYE enrollment. ▪ Identify the anticipated revenues for the program. <ul style="list-style-type: none"> ○ Tuition (current rate per cr x FYE x 32 cr per year) ○ Fees ○ Grants ○ Gifts ○ Other ▪ Identify projected new personnel needs and expenditures. <ul style="list-style-type: none"> ○ Faculty FTE ○ Salary and Fringes (fringes @ 25% of salary) ○ Supplies (seek input from current faculty or advisors from Step 1) ○ Equipment (seek input from current faculty or advisors from Step 1) ○ Other ▪ Identify new facility/major equipment requirements (if applicable). Describe all construction and/or major renovations that will be necessary if the proposed program is approved, and estimate the cost. If space will be rented for the proposed program, describe the type of space and cost.

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5.	<p>Complete Section IV: Program Curriculum</p> <ul style="list-style-type: none"> ▪ Program Specific Admission Requirements (if different from institution admission requirements) ▪ Program Requirements. Use the following headings to provide information on each of the required courses in the program. List all college-level courses required for the students to graduate, including prerequisites. General education courses may be listed as a total number of credits. If electives are required, list as “electives.” Options or emphases should be listed separately (see next section). If this application is for multiple awards duplicate this section of the form electronically below and list all requirements for each award separately. ▪ Program components, including general education (total credits), Prerequisites (total credits), Major core courses (list individual courses, their credits, and whether or not they are existing courses), Major restricted and/or free electives (total credits). List Major Emphasis areas or options separately including name of option, 6-digit CIP code and individual courses, credits, and whether or not existing courses. List total number of credits for the program. ▪ <i>NOTE If program length varies from MnSCU approved lengths, see application form for procedure to secure approval).</i>
6.	<p>Complete Section V: Approval verification. <i>Give application to Provost for Provost’s and President’s signatures. Both are required. Signatures of president of cooperating institution also required (if other than BSU).</i></p>
7.	<p>Complete Section VI: Appendices/Supporting Documentation</p> <ol style="list-style-type: none"> A. Institution Curriculum Committee Membership and Minutes showing recommendations (required) B. Occupational/Professional Demand Data (required) <i>(see Director of Institutional Effectiveness)</i> C. Student Interest Data (required) <i>(see Director of Institutional Effectiveness)</i> D. Faculty Vitae (required, if available) <i>(get from any current faculty who will be teaching in the new program if new program is related to existing program; if not, secure vita from advisor(s) from step 1, if individual(s) is/are potential faculty).</i> E. Evidence of business/industry support (required for occupational programs, optional for others) F. Copies of Agreements with Institutions (Joint and Articulated degrees) (required, if applicable) G. Justification for Exceeding Program Credit Lengths set in Policy (required, if applicable) H. Evidence of External Review (required for graduate programs only) I. Letters of Support (optional)

Supporting references

Listed below are college document(s) that support this procedure:

(List here the process that this procedure is part of.)

3065-1-01 New Program Proposal (policy)

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3065-2-01 New Program Proposal Process
MnSCU form: New Program Application
MnSCU form: New Program Intent

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