

SCHEV New Degree Proposal Checklist

General guidelines	Checked
Prepared on a Windows machine	
MS Word Times New Roman 12 or Arial	
Footnotes minimum TNR or Arial 10	
1" margins	
Single space	
Number all pages	
Number appendices, attachments separately	
Support documents in a labeled appendix	
Scan non-Word documents	
Combine into one PDF	
Print one sided	
Do not bind	

Draft documents	Completed
One hard copy	
Draft watermark	
SCHEV cover sheet completed as a separate document <ol style="list-style-type: none"> 2. Enter only one choice 3. Enter title, not level 5. Spell out and abbreviate, e.g. Bachelor of Science, BS 9. BOV approval – if not required, state “not required” 12. Specify complete title of department, e.g. Department of Biology Mode(s) of delivery – use check marks, not percentages	
Note from SCHEV liaison that indicates: <ul style="list-style-type: none"> • Nature of the submission • Program name/title • Degree designation • CIP code • Liaison and faculty member contact information <ul style="list-style-type: none"> ○ Name ○ Phone ○ Email 	

Formal submissions	Date Completed
Faculty senate recommendation	
Provost approval	
BOV agenda	
BOV approval	

Action	Completed
<p>Letter from Chief Academic officer, including:</p> <ul style="list-style-type: none"> • nature of request • program title • degree designation • CIP code • Location within institution • BOV approval date or BOV approval not required • description of program • fit with mission • any other changes at the institution related to initiating the program • funding plans, even if from current E&G 	
<p>Program proposal cover sheet – see above under Draft</p>	
<p>Table of contents –</p> <ul style="list-style-type: none"> • does not include cover sheet • no page numbers <p>General guidelines</p> <ul style="list-style-type: none"> • Only include if applicable sections as relevant • Do not include (if applicable) in the heading line • Avoid white space • Only use most recent SCHEV tables / forms downloaded from the website • Do not modify SCHEV tables/forms format • Reference appendix at end of the section, not in text • Use footnotes function in Word, do not try to type in text • Refer to Blue document, samples for standard language to emulate <p><u>Description of the program</u></p> <ul style="list-style-type: none"> • Program background <ul style="list-style-type: none"> ○ Paragraph 1 <ul style="list-style-type: none"> ▪ Type of degree ▪ Academic unit ▪ Proposed initiation date ○ Paragraph 2 – 5 questions <ul style="list-style-type: none"> ▪ Specific purpose of the degree program ▪ What will students be prepared to do? ▪ What specific skills and/or knowledge? ▪ What will the program expose the students to <ul style="list-style-type: none"> • Note any experiential learning ▪ What specific needs will the graduates be able to address? ○ Subsequent paragraphs <ul style="list-style-type: none"> ▪ Note if the degree is cutting edge, emerging ▪ Brief history of the evolution of the discipline • Mission <ul style="list-style-type: none"> ○ Introductory note/sentence – The mission is ... ○ Insert entire university mission ○ Describe program’s relationship to / alignment with mission • Online/electronic delivery (if planned; do not include in anticipation of), <ul style="list-style-type: none"> ○ Complete description of 	

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Plan ▪ Courses ▪ Resources available ○ Statement on faculty training for online instruction • Accreditation (if applicable) <ul style="list-style-type: none"> ○ Identify accrediting body ○ When / timeline • State licensing (if applicable) <ul style="list-style-type: none"> ○ Agency name ○ Timeline for approval • Admission criteria <ul style="list-style-type: none"> ○ University <ul style="list-style-type: none"> ▪ Application materials ▪ Qualification standards ▪ If no minimum scores for standardized test state “no minimum score is required” ▪ Indicate if transfer credit will accepted to fulfill program requirements. <ul style="list-style-type: none"> • If yes, any limit on how many ○ program specific (if needed) as above • Target population <ul style="list-style-type: none"> ○ indicate specific groups <ul style="list-style-type: none"> ▪ If none state “No specific groups will be targeted for the proposed program.” • Curriculum <ul style="list-style-type: none"> ○ statement on the focus of the curriculum, strengths <ul style="list-style-type: none"> ▪ Paragraph 1 <ul style="list-style-type: none"> • Degree program name • Number of credits required ▪ Paragraph 2 <ul style="list-style-type: none"> • Discuss focus/intent of the curriculum; uniqueness/strength of core • Include discussion of any concentrations ▪ Paragraph 3 <ul style="list-style-type: none"> • Experiential learning (if required) ○ course information <ul style="list-style-type: none"> ▪ Core courses <ul style="list-style-type: none"> • 25% for bachelor level; 50% masters; 25% doctoral ▪ Electives / restricted electives ▪ Research, seminar, clinical, internship, dissertation ○ sub areas - description of concentrations/tracks with required courses (if needed) ○ new courses, if any ○ Appendix items <ul style="list-style-type: none"> ▪ Sample plan of study by semester for full-time and part-time (if applicable) ▪ Course descriptions for new and existing major courses 	
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<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Denote new courses <ul style="list-style-type: none"> ▪ If seeking accreditation, include abbreviated version of standards or requirements ▪ If sites for practicums, internships are needed, include site name and full address • Spin-off (if applicable) <ul style="list-style-type: none"> ○ Narrative comparing to existing ○ Include existing curriculum, as approved by the State Council ○ Appendix items <ul style="list-style-type: none"> ▪ Comparison chart – two columns • Student retention and continuation plan <ul style="list-style-type: none"> ○ Does not include discussion of any requirements for minimum GPA • Time to degree completion <ul style="list-style-type: none"> ○ Full-time students ○ Part-time students (if applicable) • Faculty resources <ul style="list-style-type: none"> ○ Name of department dedicated to common core ○ # faculty in the department dedicated to the common core, restricted electives, or other required courses ○ Faculty credentials / experience – no names, accolades, # PRJs, other intellectual or creative activities ○ Names of other departments if teaching core, restricted electives or other required courses ○ # faculty from other departments ○ Brief summary of these faculty credentials ○ Breadth and depth of qualifications ○ Grant funding (if applicable) ○ New hires (if applicable) ○ Use of adjuncts/graduate assistants (if applicable) ○ Appendix items <ul style="list-style-type: none"> ▪ Abbreviated curriculum vita for faculty dedicated to the required core courses including: <ul style="list-style-type: none"> • Name • Degree designation • Degree program title • Year degree awarded • Institution • Faculty rank • Area of expertise • For new faculty include <ul style="list-style-type: none"> ○ Desired degree level ○ Rank ○ Expertise/specialization • Use separate sections for faculty from other departments • Program administration <ul style="list-style-type: none"> ○ Who will be responsible – title or position, not name 	
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<ul style="list-style-type: none"> ○ Responsibilities ○ If new hire, credentials to be required ○ If any other new positions required describe duties and responsibilities ○ External advisory board (if applicable and if created specifically for this program) <ul style="list-style-type: none"> ▪ How selected ▪ Length of term ▪ How will board support the program ▪ Appendix items <ul style="list-style-type: none"> ● Board members list: name, position title, credential and company name ● Student assessment <ul style="list-style-type: none"> ○ Reviewed by and with assistance of institutional assessment office ○ Learning outcomes – use Blooms taxonomy verbs <ul style="list-style-type: none"> ▪ Core first ▪ Then concentrations ○ Assessment plan ○ How assessment plan fits into program review ○ Curriculum map ● Employment skills/workplace competencies <ul style="list-style-type: none"> ○ Make use of job announcement to document competencies, skills ○ Obvious connections to learning outcomes ○ None for outcomes not in required courses ● Program assessment <ul style="list-style-type: none"> ○ Name of unit conducting initial program assessment ○ Plan for systematic assessment and evaluations ○ Review cycle ● Benchmarks of success <ul style="list-style-type: none"> ○ Metrics ○ Plan if targets not met ● Expansion (if applicable) of existing programs - certificate, option, concentration, track, minor or major <ul style="list-style-type: none"> ○ Degree title name, sub area ○ Need for expansion to degree program – what has occurred ○ Closure of existing ○ Courses to be added (if applicable) ○ Faculty to be added (if applicable) ● Relationship to existing Radford University programs <ul style="list-style-type: none"> ○ similarity to existing degree programs at the institution at the same level ○ include name/title ○ degree designation ○ location ○ discuss focus of existing degree program and what its graduates are prepared to do ● Compromising existing degree programs – 	
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<ul style="list-style-type: none"> ○ Discuss how the proposed program will affect operation of existing programs at the institution ○ include name/title ○ degree designation ○ location ○ Will any degree programs close as a result of the initiation? ○ If not state “No degree programs will be compromised or close as a result of the initiation and operation of the proposed degree program.” ● Collaboration or standalone <ul style="list-style-type: none"> ○ Explain extent of collaboration with other institutions of higher education or businesses ○ Describe the resources available from each partner ○ Describe how the program will be administered with respect to <ul style="list-style-type: none"> ▪ Governance ▪ Degree control ▪ Who awards the degree ○ If no collaboration state “This is a standalone program. No other organization was involved in its development, and no other organization will collaborate in its operation.” ○ Appendix items <ul style="list-style-type: none"> ▪ Contracts, MOUs, articulation agreements etc. 	
<p><u>Justification for proposed program</u></p> <ul style="list-style-type: none"> ● Response to current needs (specific demand) <ul style="list-style-type: none"> ○ Narrative of what is occurring in the field ○ Why needed in the Commonwealth ○ References to national and international publications with the last five years ○ Complete citations in footnotes ○ Links to web base resources ○ DO NOT discuss employment here ○ Appendix items <ul style="list-style-type: none"> ▪ Excerpts of publications not available on the internet ▪ Letters of support about need for program (not about potential) hiring ● Why Radford University? <ul style="list-style-type: none"> ○ Not usually included; include only to discuss existing centers and institutes on campus, partnerships with government or business that make the institutions uniquely situated to offer the proposed program. ○ Appendix items <ul style="list-style-type: none"> ▪ Letters of support ● Employment demand <ul style="list-style-type: none"> ○ Current and future need for graduates <ul style="list-style-type: none"> ▪ Types of positions ▪ Industries ○ Labor market information – required 	

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Growth should be higher than overall average job growth ▪ Bureau of Labor Statistics, 10 year 2016-2026 ▪ VA employment commission, <ul style="list-style-type: none"> • annual • 10 year 2014-2024 • Cut and paste from website ▪ Discipline based organizations, if available ○ Identify any pipelines, e.g. high school programs ○ Appendix items <ul style="list-style-type: none"> ▪ Position announcements from last 6 months <ul style="list-style-type: none"> • Some must be from Virginia • Degree required for bachelor level proposal • Master’s degree – indication of beyond bachelor level • 20 advertisements within last 6 months <ul style="list-style-type: none"> ○ 5-7 for draft submission • Size adjusted for readability • URL stamp of the web page • Dates stamp of the web page or date of announcement • Job title ▪ Letters of support from prospective employers, if applicable <ul style="list-style-type: none"> • Not a form letter • Signed on letterhead • States need for graduates • States potential employment opportunities • States desire to hire graduates of the program • Student demand <ul style="list-style-type: none"> ○ Evidence – source 1 ○ Evidence – source 2, different population ○ SCHEV summary of projected enrollment chart with <ul style="list-style-type: none"> ▪ Use SCHEV form ▪ Enter values on top ▪ Annual fall headcount ▪ Annual student FTE <ul style="list-style-type: none"> • Include both, even if the same ▪ Graduates in year 5, ▪ leave grads in year 4 blank but include headcount and FTES ▪ Assumptions list ○ Appendix items <ul style="list-style-type: none"> ▪ Survey questionnaire - original ▪ Survey data ▪ Letters of support from prospective students <ul style="list-style-type: none"> • Printed from email; not cut and paste • Indicates interest in enrolling in degree • Indicates reasons for interest • Duplication 	
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<ul style="list-style-type: none"> ○ Evidence that is not unnecessarily duplicative of similar level programs at other public VA institutions <ul style="list-style-type: none"> ▪ Checked SCHEV degree inventory for similar CIP codes ○ Name and degree programs at other VA institutions <ul style="list-style-type: none"> ▪ Similar – overlap of core courses ▪ Related – different degree program but with concentrations ▪ Name of institution ▪ Name of degree ▪ Credit hours ▪ Subareas ○ Detailed narrative comparison <ul style="list-style-type: none"> ▪ Similarities with <ul style="list-style-type: none"> • Refer to specific courses ▪ Differences between <ul style="list-style-type: none"> • Same concentrations? • Differences in core courses ▪ Enrollment and degree chart for most recent 5 years ○ Data from SCHEV <ul style="list-style-type: none"> ▪ Headcount past 5 years ▪ Graduates past 5 years ○ Specific local or regional employment opportunities to show is not necessarily duplicative 	
<p><u>Projected resource needs for the proposed program</u></p> <ul style="list-style-type: none"> • Resource needs <ul style="list-style-type: none"> ○ Categories – use bold headings for each <ul style="list-style-type: none"> ▪ Full-time faculty – more than 50% of teaching load in the proposed program <ul style="list-style-type: none"> • Faculty FTE needed = Student FTE/(BBA-M divisor/15) ▪ Part-time faculty – less than 50% of teaching load in the proposed program <ul style="list-style-type: none"> • Faculty in the department • Faculty numbers from other departments (can use fractions of FTE) ▪ Adjunct faculty – indicate actual number ▪ Graduate assistants – indicate actual number ▪ Classified positions ▪ Equipment, including computers <ul style="list-style-type: none"> • If none state “No new equipment (including computers) is required to launch or maintain the proposed program.” ▪ Library <ul style="list-style-type: none"> • If no new resources will be allocated to support the program state “No new library resources are needed to launch or sustain the proposed program. The library has an adequate collection to support the proposed degree program. Resources include journals and publications for nutrition. As a member 	

of the Virtual Library of Virginia (VIVA), on-line access to journals is also available.”

- Telecommunications
 - If none state “The proposed program requires no new telecommunications to launch or sustain the proposed program.
- Space
 - If none state “The proposed program will not require additional space to launch or sustain the proposed program.”
- Targeted financial aid
 - If none, state “No targeted financial aid will be available or is needed to launch or sustain the proposed program.”
- Other - specify
- Sources of funds
 - Reallocation within department/school
 - Reallocation within college
 - Reallocation within university
 - Other – currently available
 - Other - anticipated
- Resource needs: Parts A-D
 - Part A – general budget information regarding availability of funds
 - Part B – positions
 - Include on same page as Part A
 - Faculty FTE
 - Graduate assistants
 - Classified positions
 - Part C – estimated resources and costs to initiate and operate the program
 - Needs own page
 - Personnel
 - Equipment
 - Library
 - Telecommunication
 - Other
 - Part D – Certification statements
 - Provost statement on additional state funding
 - If no additional state funding required complete:
 - Internal funding table
 - Statement of impact/funding source
 - Secondary certification that additional state resources will not be requested
 - No signatures required for draft proposals

Appendices

- Cover page is last paginated page of main text section
- **Order depends upon citation within text**

<ul style="list-style-type: none"> • Drafts - include holding pages for drafts without input • For appendices with separate documents, provide cover page • Appendix A – Sample Plan of Study <ul style="list-style-type: none"> ○ Include total credit hours ○ Verify that credit hours add up to at least 120 • Appendix B – Course Descriptions <ul style="list-style-type: none"> ○ Do not cut and paste images from catalog ○ New courses are denoted with an asterisk. ○ Description of required common core courses ○ Description of restricted elective courses ○ Description of concentration, track and/or focus area courses (if applicable) ○ Full catalog entry including credit hours • Appendix C – Abbreviated version of accreditation standards (if applicable) • Appendix D – Off campus sites for practicums, internships, clinics • Appendix E – Spin-off comparison of proposed program with existing • Appendix F - Abbreviated CV's for Faculty <ul style="list-style-type: none"> • Name • Degree designation • Degree program title • Year degree awarded • Institution • Faculty rank • Area of expertise • For new faculty include <ul style="list-style-type: none"> ○ Desired degree level ○ Rank ○ Expertise/specialization • Use separate sections for faculty from other departments • Do not include adjuncts unless known for sure and teaching core, required or concentration course • Appendix G – External advisory board <ul style="list-style-type: none"> ○ Board members list: name, position title, credential and company name • Appendix H – Collaboration • Appendix I – Employment announcements <ul style="list-style-type: none"> ○ Cover page ○ For BS must specify BS required ○ Job title ○ Ad must list job duties which align with curriculum ○ 20-25 ○ 4-5 in Virginia ○ Experience for BS 0 to 2 years, looking for entry level ○ Dated within last 6 months ○ Date visible, usually included if printed off the web ○ Readable size, size up if necessary, can turn landscape to do so 	
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<ul style="list-style-type: none">○ If necessary to include date, include original size with larger size next page● Appendix J – Letters of employment demand● Appendix J - Student demand survey<ul style="list-style-type: none">○ Cover page○ Two different populations if using surveys○ Use Likert scale rather than yes/no as appropriate○ Survey questionnaire – original○ Report on responses following questionnaire○ Demographics<ul style="list-style-type: none">▪ Year of enrollment▪ Major○ Letters of support	
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