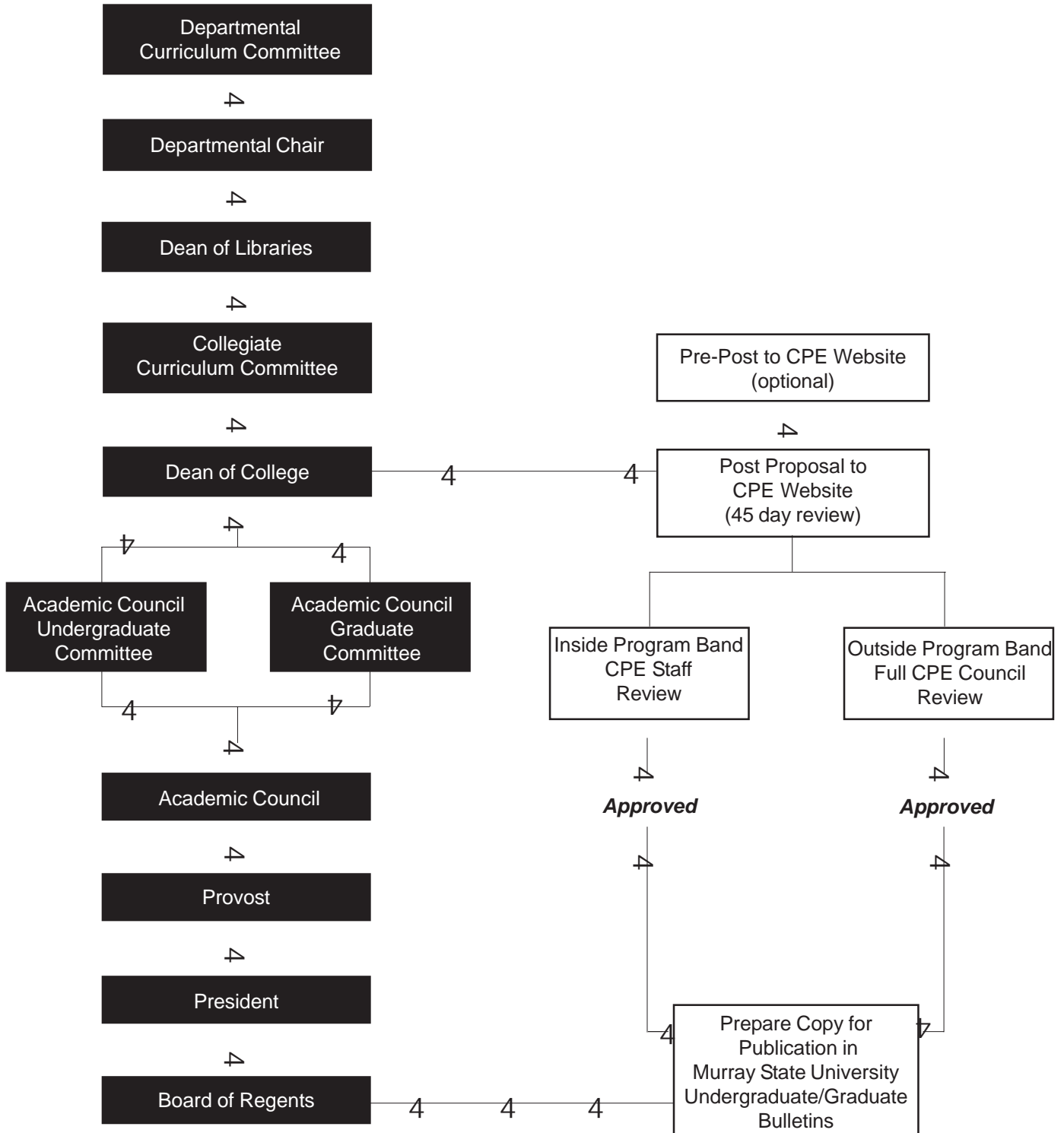




Approval Process for New Degree Programs

**INTERNAL
(Murray State University)**

**EXTERNAL
(Council on Postsecondary Education)**



Checklist of Essential Elements for New Degree Program Proposals

1. Provide the official program name, degree level, CIP number, and official CIP title from codebook.
2. Need for Program
Evidence and documentation of a need for the program that includes a review of workforce and student needs, relevant accreditation standards, and that addresses concerns for institutional efficiency and effectiveness.
3. Collaboration
 - a. Evidence that you have consulted with related programs in your department, college or other colleges at Murray State about this new program.
 - b. Evidence that you have consulted with other institutions in the state, including KCTCS institutions in our region about this new program and describe plans for collaboration. Include names of individuals contacted and attach copies of agreements, e-mails or letters of interest and support. If there are no plans for collaboration, include detailed justification for why not.
4. Student Access
A description of how you have attempted to enhance student access to elements of this new program through the use of distance learning, computer or web based courses, the Kentucky Virtual University, and collaboration with other institutions including KCTCS institutions. Be specific regarding courses, numbers, etc.
5. Transfer Articulation Agreements
A statement that addresses the issue of state-mandated transfer frameworks. (By law, every program in Kentucky must build in 60 hours of transfer credit, allowing students to transfer from KCTCS schools with junior status and from similar programs in other institutions in the state.)
6. Program Indicators of Success
 - a. Criteria for measuring student success in the program must be clearly defined. (ie: SACS-mandated assessment of student learning, completion rates, employment rates, professional exams, etc.)
 - b. An indication of how you will measure long-term program success addressing the issue of CPE program productivity goals.
7. Resources
A statement addressing the issue of program resources indicating how the department and college will be able to support this new program in terms of faculty, space, library resources, etc.
8. Curriculum
Attach the curriculum for this program along with any narrative necessary to explain or describe its various elements. Describe any special admission criteria. There must be a course syllabus for each new course proposed and for each existing course which is modified for inclusion in this new program. Please note that each new or modified course must be submitted with a separate Academic Council Proposal Routing Form since courses will be reviewed by the Academic Council individually. Course syllabi must be provided in a form that includes all elements mandated in the Academic Council's approved syllabus format. If this new program has multiple options as defined by CPE, you must insure there is a common core requirement that is equal to or greater than fifty percent of the total requirements for the major or area and insure that this is evident in the way you present the curriculum in the section above.
9. Addresses Higher Education Reform
Overall documentation of need for this new program must address the Five Basic Questions and the key indicators as identified by the CPE. (See list on opposite page.)
10. CPE Website Posting
 - a. After approval through the collegiate level, you must consult with the Provost's Office on posting this new program to the CPE website for the required 45-day period. You must post to the CPE website before you can submit to Academic Council. To prepare for posting, use the format on the CPE website and submit to the Provost in electronic form. In materials you submit to Academic Council, indicate whether or not this program is within one of the CPE-approved program bands for MSU and note the date it was posted to the CPE website. Include for Academic Council all comments made by other institutions or CPE staff related to this posting.
 - b. For programs NOT in the MSU bands, you must consult with the Provost' Office on preparation of the proposal for formal review by the full CPE. This is done after Academic Council approval. The CPE may approve your program or may have questions about it. The Provost's Office will keep you informed about the status of your proposal. Do not submit new catalog material until this step is complete.

Academic Council Proposal Format for New Academic Programs

- ◆ Program Title
- ◆ Degree
- ◆ Proposed CIP Number
- ◆ Date Program Posted on CPE Website
- ◆ Brief Program Description
- ◆ Basic Proposal Elements (*Sections 2-7 of Checklist*)
- ◆ New Program Curriculum (*Section 8 of Checklist*)
- ◆ Attach Course Syllabi
- ◆ Attach CPE Website Comments from Staff and Other Institutions
- ◆ Attach E-mails or Letters of Support or Collaborative Agreements from Other Institutions
- ◆ Name of Individual Who Will Coordinate the Submission to the CPE with the Provost's Office

Proposals Must Address The Five Questions of Higher Education Reform

1. Are more Kentuckians ready for postsecondary education?

- What preparation (e.g., math, science, foreign language, specific skills and knowledge) is required for entrance into the program?
- Detail arrangements with lower-level schools (e.g., feeder high schools, community and technical colleges, and universities) to ensure adequate preparation of entering students.

2. Are more students enrolling?

- Document the need and demand for the program. How many students will be drawn from other majors? How many new students will be attracted to the program?
- Detail plans for student recruitment (include specific plans to attract non-traditional students, including minorities, and to address gender related issues).
- Provide a statement of your institution's EEO status and plans.

3. Are more students advancing through the system?

- Describe your plans for collaborating with other institutions to offer this program. Why is it necessary that your institution offer the program? Include a list of other Kentucky institutions offering similar or related programs at this and other levels. Describe arrangements for transfer and articulation into and from this program. Provide information about completed, signed articulation agreements.
- What is the anticipated time-to-graduation for full-time

and part-time students entering this program?

- What plans are in place for delivering this program through the Kentucky Virtual University and other distance learning technologies?

4. Are we preparing Kentuckians for life and work?

- How does the program prepare Kentuckians for life and work?
- What are the accreditation expectations for this program?
- Are there licensure requirements for graduates of this program?
- What are the projected degree completions?

5. Are Kentucky's communities and economy benefiting?

- Describe external advisory groups involved in the development of this program (e.g., disciplinary groups, community, government, business, labor interests).
- What are the employment expectations for graduates? Document the contributions of the program to current workforce needs in the state.
- What other benefits to the Kentucky's community and its economy will the program provide?

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

Program Title
Federal CIP Code
Proposing Institution
Inside/Outside Institution Band of Authority
Degree Designation
Program Description
Statement of Need
Proposed Options
Job Opportunities for Program Graduates
Plans for Program Delivery through Distance Learning
Names of Primary Contacts
Preliminary Plans for Collaboration with Other Institutions
Names of Contacts at Institutions Offering Related Programs
Program Type
Proposed By
Proposed Implementation Date

www.cpe.state.ky.us/kppps/mainmenu.asp

NOTE: A copy of the proposal sent to Academic Council must accompany the information for CPE website posting.

Authorized Program Bands for Murray State University

CIP 05	Area, Ethnic and Cultural Studies
CIP 09	Communications
CIP 15	Engineering-related Technologies
CIP 16	Foreign Languages and Literatures
CIP 24	Liberal Arts and Sciences, General Studies and Humanities
CIP 30	Multi/Interdisciplinary Studies (for multi/interdisciplinary programs that are composed of program areas already in Murray's program band)
CIP 42	Psychology
CIP 43	Protective Services
CIP 44	Public Administration and Services
CIP 51	Health Professions and Related Sciences (at the bachelor's level)
CIP 52	Business Management and Administrative Services