


Program Management

New Proposal

Proposal Type




Proposal Type:  Concentration (ex. Dietetics) Degree (ex. BS, MS) Joint Program (ex. Master of Public Health & PhD. in Community Health) Major (ex. Special Education) Minor (ex. European Union Studies)

Administration Details

Official Program Name 

130 characters remaining

Diploma Title

Sponsor College Sponsor Department Sponsor Name Sponsor Email College Contact College Contact Email 

College Budget Officer

College Budget Officer Email

List the role for rollbacks (which role will edit the proposal on questions from EPC, e.g., Dept Head or Initiator) and/or any additional stakeholders. Purpose: List here who will do the editing work if proposal needs rolled back. And any other stakeholders.

Does this program have inter-departmental administration?

 Yes No

Proposal Title

Effective Catalog

Select... Term 

Proposal Title (either Establish/Revise/Eliminate the Degree Name in Program Name in the College of XXXX, i.e., Establish the Bachelor of Science in Entomology in the College of Liberals Art and Sciences, include the Graduate College for Grad Programs)



Does this proposal have any related proposals that will also be revised during the next 6 weeks? Consider Majors, Minors, Concentrations & Joint Programs in your department. Please know that this information is used administratively to move related proposals through workflow efficiently. Example: If you are revising the BS proposal and one related concentration within the next 6 weeks, "This BS proposal (key 567) is related to the Concentration A proposal (key 145)."

Program Justification

Provide a brief justification of the program, including highlights of the program objectives, and the careers, occupations, or further educational opportunities for which the program will prepare graduates, when appropriate.



Instructional Resources

Will there be any reduction in other course offerings, programs or concentrations by your department as a result of this new program/proposed change?



Yes No

Does this new program/proposed change result in the replacement of another program?

 Yes No

Does the program include other courses/subjects outside of the sponsoring department impacted by the creation/revision of this program?

 Yes No

Program Regulation and Assessment

Plan to Assess and Improve Student Learning

Illinois Administrative Code: 1050.30(b)(1)(D) Provision is made for guidance and counseling of students, evaluations of student performance, continuous monitoring of progress of students toward their degree objectives and appropriate academic record keeping.

List the program's student learning outcomes. Each outcome should identify what students are expected to know and/or be able to do upon completing this program.



Describe how, when, and where these learning outcomes will be assessed.

Your description should demonstrate that the assessment will:

- be systematic (that is, occur at different points throughout the program, including course-by-course and end-of-program);*
- include multiple, discipline-appropriate measures of student learning;*
- emphasize direct measures (e.g., assessments of learning via capstone courses, internships, portfolios, recitals, exhibits, theses, dissertations; standardized, locally-developed, comprehensive, or professional licensure and certification exams; and so on); and*
- include indirect assessments from key stakeholders such as current students, alumni, employers, graduate schools, etc. These may include job placement/career advancement/graduate school acceptance rates of graduates, graduate/employer satisfaction survey results etc.*

Describe here:

Identify faculty expectations for students' achievement of each of the stated student learning outcomes. What score, rating, or level of expertise will signify that students have met each outcome? Provide rating rubrics as necessary.

Explain the process that will be implemented to ensure that assessment results are used to improve student learning.

Program

Description and

Requirements

Attach Documents

Uploaded Files:

Files To Be Uploaded:

Is the career/profession for graduates of this program regulated by the State of Illinois?

Yes

No

Program of Study

"Baccalaureate degree requires at least 120 semester credit hours or 180 quarter credit hours and at least 40 semester credit hours (60 quarter credit hours) in upper division courses" (source: <https://www.ibhe.org/assets/files/PrivateAdminRules2017.pdf>). For proposals for new bachelor's degrees, if this minimum is not explicitly met by specifically-required 300- and/or 400-level courses, please provide information on how the upper-division hours requirement will be satisfied.

Attach Program of Study-related information such as sample sequences (for undergraduate programs) or college-level forms.

Uploaded Files:

Files To Be Uploaded:

Catalog Page Text - Overview Tab

Description of program for the catalog page. This is not official content, it is used to help build the new

catalog page for the program. Can be edited in the catalog by the college or department.

Statement for
Programs of
Study Catalog





Format ▾

Styles ▾

Source

Program Relationships

Corresponding
Program(s):

Corresponding Program(s)	
Select...	  

Program Features

Academic Level  Undergraduate

Graduate

Professional

Is This a Teacher Certification Program?



Yes

No

Will specialized accreditation be sought for this program?




Yes

No

Additional concentration notes (e.g., estimated enrollment, advising plans, etc.)

Delivery Method

This program is available: 

- On Campus - Students are required to be on campus, they may take some online courses.
- On Campus and Online - 2 program types. Students can receive the entire program either on campus or online. Students can choose to take courses in either modality.
- Online Only - The entire program is delivered online, students are not required to come to campus.
- Blended - A single program in which students are required to take part of the curriculum on campus and another part in a different location or online.

Describe the use of this delivery method:

Enrollment

Number of Students in Program (estimate)

Year One Estimate

5th Year Estimate (or when fully implemented)

Budget

Will the program or revision require staffing (faculty, advisors, etc.) beyond what is currently available?

Yes No

Additional Budget Information

Attach File(s)

Uploaded Files:

Files To Be Uploaded:

Financial Resources

How does the unit intend to financially support this proposal?



Will the unit need to seek campus or other external resources?

Yes No

Attach letters of support

Uploaded Files:

Files To Be Uploaded:

Is this program requesting self-supporting status?



Yes No

Attach File(s)

Uploaded Files:

Files To Be Uploaded:

Faculty Resources

Please address the impact on faculty resources including any changes in numbers of faculty, class size, teaching loads, student-faculty ratios, etc.

Library Resources

Describe your proposal's impact on the University Library's resources, collections, and services. If necessary please consult with the appropriate disciplinary specialist within the University Library.

HLC Section

Credit Hours

Existing or repackaged curricula
(Courses from existing inventory of
courses):

Number of Credit
Hours:

Percent of Total:

Revised or redesigned curricula (Courses
for which content has been revised for
the new program):

Number of Credit
Hours:

Percent of Total:

New curricula (Courses developed for
the new program that have never been
offered):

Number of Credit
Hours:

Percent of Total:

Total Credit Hours of the Program:

Number of Credit

Hours:

Percent of Total:

100

New Faculty Required

Will new faculty expertise or new faculty members be needed to launch this program?

Yes

No

Please explain existing coverage:

Additional Funds

Will the proposed program require a large outlay of additional funds by the institution?


Yes

No

Institutional Funding

Please explain institutional funding for proposed program:

EP Documentation

EP Control Number 

Attach Rollback/Approval Notices

Uploaded Files:

Files To Be Uploaded:

This proposal requires HLC inquiry

Yes


No

DMI Documentation

Attach Final Approval Notices

Uploaded Files:

Files To Be Uploaded:

Banner/Codebook
Name 

Program Code:
50 characters remaining

DOE Approval
Date