

**Academic Degree Program Proposal Form**

A.A. Policy 2.04: Academic Planning and Degree Program Proposals

**Attach the following documents with the proposal.**

* + Letters of support (optional) – C.10
	+ Curriculum – D.16
	+ Supplemental Curriculum Information Sheet – D.17
	+ [Budget](https://www.laregents.edu/wp-content/uploads/2017/11/AA-2.04-Budget-Template-2023.doc) – F.29
	+ SACSCOC Faculty Roster – F.33
1. **Overview**

|  |  |
| --- | --- |
| Institution Name: | Designation (flagship, statewide, regional, HBCU, 2-year): |
| College/School/Division: | Academic Department: |
| Degree Designationa: | Proposed Degree Name: | CIP Code: | Credit Hrsb: | Contact Hrsc: |
| Planned Implementation Semester/Term & Year: | Was this program listed in the most recent Three-year Academic Plan? [ ] Yes [ ] No (off-cycle request form required) |
| Mode(s) of Delivery [ ] On campus (<50% online) [ ] Hybrid (51-99% online) [ ] 100% online |
| Primary Contact (Name, Title, Email): |

a See AA Policy [2.11 Approved Academic Terms & Degree Designations](https://regents.la.gov/wp-content/uploads/2021/11/AA2.11-udpated-11-19-2021.pdf)

b If the program exceeds the standard 60 credits for associate or 120 credits for baccalaureate, you must provide justification and evidence of management board approval according to system policy.

C If applicable.

1. Provide a brief description and reason for the development of the proposed program, identifying its purpose and primary objectives.
2. Describe specialized accreditation requirements associated with the program if applicable (refer to Board of Regents [A.A. Policy 2.13: Program Accreditation](https://regents.la.gov/wp-content/uploads/2018/08/AA-Policy-2.13-Aug2018.pdf)). If not required, describe whether the institution will seek any voluntary accreditation or certification for the program.
3. Specify [**SACSCOC**](https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf) or other accreditation organization requirements. Mark all that apply.

[ ] Substantive change requiring notification only

[ ] Substantive change requiring approval prior to implementation

[ ] Level Change

[ ] None

1. Has the program been designed to align with any Board of Regents or other statewide initiatives? Check all that apply.

[ ] MJ Foster Promise Program

[ ] LA Cyber Academy

[ ] [Louisiana Transfer Pathway](https://www.laregents.edu/utp/)

 If yes, identify which pathway(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Act 709 High-cost Program

 If yes, identify the high-cost program category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If this proposal is for a Master’s or Doctoral program, provide a list below (name, institution, email address, brief summary of qualifications) for three to five external review candidates. Reviewers should be active or retired full time faculty member from an accredited institution; have experience developing and/or administering a program like the proposed program; and should not have direct affiliation with a Louisiana institution.
2. **The Master Plan and Institutional Role, Scope, and Mission**
3. How does the program align with your institutional role, scope, and mission? If the program does not align, provide a compelling rationale for the institution to offer the program.
4. How does the program align with your institution’s strategic plan and academic program portfolio?
5. Identify how the program aligns with the priorities outlined in the Board of Regents Master Plan for Higher Education. Provide descriptions for each (all required). Additional details will be required later in the proposal.
* Accessibility (mode of delivery, alternate course scheduling)
* Affordability (use of [OER](https://louis.oercommons.org/), transfer agreements, [prior learning assessment](https://www.laregents.edu/wp-content/uploads/2024/10/AA-2.23-Prior-Learning-Assessment-with-AP-CLEP-and-WorkKeys_10-11-2024.pdf) including for military and veteran students, employer funded)
* Digital Technology (incorporating digital literacy, artificial intelligence, cybersecurity)
* Partnerships (with industry, community-based organizations, other institutions)
* Work-based learning (capstone experiences, internships, apprenticeships, etc.)
* Other program attributes that align with the [Meauxmentum Framework](https://www.laregents.edu/meauxmentum-framework/) and contribute to closing the achievement gap for low income, minority, and adult learners.
1. **Need**
2. Describe workforce demand and job opportunities for this program. How does the program align with relevant local, regional, and/or state workforce strategies and future societal educational needs? (see [Louisiana Occupation Areas](https://www.laregents.edu/academicplanning)).
3. In the development of this proposed program, how has the institution (faculty, department/college, academic affairs, etc.) engaged with external stakeholders such as alumni, community representatives, industry and employers, Regional Economic Development Organizations (REDO) or other groups such as industry advisory boards. Explain who the institution has engaged with and how those conversations shaped the design and curriculum of this program to align with employer needs. You may attach letters of support as evidence.
4. What is the program's service area (local, regional, state, national)? If outside of the institution's traditional service area, provide a rationale.
5. Provide data on the employment outlook for occupations graduates will be qualified for with this program. Include only occupations that connect with the proposed degree subject area and commonly require a degree at the level of the one proposed. Use only the following resources for this data to complete the chart below:
	1. [Louisiana Workforce Commission](https://www.laworks.net/LaborMarketInfo/LMI_employmentprojections.asp)
	2. [Lightcast Analyst](https://auth.lightcast.io/u/login/identifier?state=hKFo2SAyUmRlbnItRFVtT1VwaWRUVTg1ZTFKX28tdlBkSC16UaFur3VuaXZlcnNhbC1sb2dpbqN0aWTZIDVlNElVWkdENlBsMmNmNTJJbU1ZRWhWSmo1VlgwRVdyo2NpZNkgakJiWlpvTFBHUHYwcWwwZ2RZQjgwVmo3eERzWnl6TE4) (use only in-state data. Check with your Office of Academic Affairs for access.)

CHOOSE ONE:

[ ] This program will serve the following Louisiana RLMAs (list here:\_\_\_\_\_). All data below represents only this area.

[ ] This program will serve the entire state. All data below represents Louisiana statewide data.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Occupation | LWC Star Rating | Current Jobs[Enter Year] | Projected Jobs[Enter Year] | # Change | % Change | Average Annual Openings | Average Salary  |
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1. List other institutions in the state that offer the same or similar programs and include the number of graduates from within the last year. This information is available on the [BOR Interactive CRIN](https://app.powerbi.com/view?r=eyJrIjoiNGMyMDZiMzAtMTg1ZC00MTEwLWFmNWEtMzM3N2ViNTBlNzQ0IiwidCI6ImYyNWI1Y2Q1LTI3ZDItNDg2Yy1hZjhjLTU2MTU2NzVkMjU1NCJ9).

|  |  |  |
| --- | --- | --- |
| Institution | Program (degree and title) | No. Graduates in past year |
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1. Based on the data provided in questions 12 and 13,discuss how this program will help address a need or gap in the Louisiana labor market, or provide education to further the public good. If the program will have national impact, describe how that benefits the state.
2. What impact will the proposed program have on similar or related programs at your institution?
3. **Curriculum**
4. Attach a curriculum map. Curriculum maps should:
* Be organized by semester for a full-time student enrolled in at least 15 units per semester (may be less for graduate degrees).
* For each course, include course prefix, number, title, and credit hour requirement. Include Louisiana common course number when applicable.
* Identify which courses meet general education requirements (for undergraduate degrees).
* Identify which major course requirements are new courses.
* Include alternate tracks and requirements by concentration if applicable.
* Indicate work-based learning experiences (such as internships, clinicals etc.) if applicable.
1. Attach the Supplemental Curriculum Information Sheet
2. List the student learning outcomes for the proposed programs. Summarize how the curriculum ensures students achieve the learning outcomes. Include how Career Ready Competencies; Knowledge, Skills, and Abilities (KSAs); and High Impact Practices (HIPs) are incorporated (see supplemental info sheet for more information on these three curricular elements). Describe how and when outcomes will be assessed.

What, if any, special preparation will students need for admission to the program? This may include pre-requisite courses or degrees, program-specific selective admission criteria or eligibility, or work experience.

1. Identify the partners you are working with to create an educational and career pipeline for this program. Mark all that apply.

|  |  |
| --- | --- |
| [ ] High school CTAE  | [ ] Employers |
| [ ] High school STEM  | [ ] Community organizations  |
| [ ] Career academies  | [ ] Professional associations  |
| [ ] 2-year college | [ ] Other Programs at your Institution  |
| [ ] 4-year college/university | [ ] Other Partner  |

List specific partners for each category checked above.

1. Describe how the education pipeline for the program will function. Include any stackable or transferrable credentialing that is involved.
2. **Students**

**E1. Student Enrollment and Completion**

1. Describe the institution’s process for determining prospective and current student interest in the program. This may include enrollment in existing courses, minors, or concentrations, student surveys, admissions inquiries.
2. Provide current institutional and department/college overall retention and graduation rates. If projected retention and graduation rates are significantly different than for the institution overall, please explain.

1. Provide an enrollment projection for the next five academic years. Projections should be realistic and align with the institutional retention and graduation rates described above. No program should be established that is anticipated to be below required completer thresholds at full implementation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Academic Year (Summer, Fall, Spring) | 202x-xx | 202x-xx | 202x-xx | 202x-xx | 202x-xx |
| Base enrollment\* |  | 0 | 0 | 0 | 0 |
| Lost to Attrition (should be negative) | 0 | 0 | 0 | 0 | 0 |
| New to the institution  | 0 | 0 | 0 | 0 | 0 |
| Shifted from existing programs within your institution | 0 | 0 | 0 | 0 | 0 |
| **Total Enrollment** | **0** | **0** | **0** | **0** | **0** |
| Graduates | 0 | 0 | 0 | 0 | 0 |
| Carry forward base enrollment for next year | 0 | 0 | 0 | 0 | 0 |

\*Total enrollment becomes the base enrollment for the following year

1. Discuss the marketing and recruitment plan for the program. Include how the program will be marketed to adult learners and underrepresented and special populations of students.

**E2. Student Support**

1. Describe how the institution will support graduates in meeting career goals such as securing employment, further education, and industry certification.
2. Describe how the success of program graduates will be tracked and assessed. Success may include employment, enrollment in another degree program, or certification/licensure passage.
3. How has cost for students been considered in the design of the program? Are there any additional financial costs that students will have to take on as part of this program? (e.g. special fees, software licenses, equipment, travel, etc.) If so, what strategies have you adopted to offset the cost burden?
4. **RESOURCES**

**F1. Finance**

1. Attach the completed Regents Budget Template
2. Provide a brief narrative explaining resources needed to implement and run the program for the first five years. Include information on the use of existing resources, reallocation of existing resources at the institution, and new resources needed. This narrative should align with information in the attached budget.
3. How will the institution cover increased indirect costs associated with the proposed program? Consider costs such as student advising, student support services, tutoring, career services, additional library materials, and replacing or upgrading technology or other infrastructure.
4. If existing funds are being reallocated, describe the impact on existing programs and the plan to mitigate these impacts.

**F2. Instruction and Student Support**

1. Attach your SACSCOC Faculty Roster for the proposed program. (Please indicate anticipated positions that will need to be filled in the future)
2. Describe faculty needs for the program including program leadership for the first five years. Will new or additional faculty be hired? How will current faculty and/or faculty lines be re-directed to this new program from existing programs? Identify any anticipated challenges in hiring adequate faculty for the program. Information in this section should align with information in the attached budget.
3. Describe support personnel needs for this program (e.g. advising, professional development, program administration, academic coaching, etc.). Will new or additional staff be hired? How will current staff and/or staff lines be re-directed to this new program from existing programs? Information in this section should align with information in the attached budget.

**F3. Facilities**

1. Where will the program be offered? Mark all that apply.

[ ] Main Campus [ ] Satellite campus (specify campus here) [ ] Other (specify here) [ ]100% Online

1. Summarize facilities needed for this program over the next five years including existing and new facility needs. Identify the basic timeline and funding sources for all renovations and new facilities needed. Include whether there are any specific facility needs related to accreditation.
2. Fill out the chart below as applicable with specific facilities needed for the program including both existing and new. This may include facilities such as lab space, fine arts studios, additional offices or classrooms, and other spaces needed. Add lines as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space** | **New Space** | **Use Existing Space (as is)** | **Use Existing Space (Renovated)** | **Sem/Yr. of Occupancy** |
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1. Provide details on the needs and costs for new or renovated facilities required for the program. Information provided here should align with information in the attached budget.

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| --- | --- | --- | --- | --- | --- |
| **Facility/Space Name** | **Gross Square Footage** | **Start Up Costs** | **Ongoing Costs** | **Est. Occupancy Date** | **Funding Source** |
| **New Construction** |
|  |  |  |   |   |  |
|  |  |  |   |   |  |
| **Renovations and Infrastructure\*** |
|  |  |  |   |   |  |
|  |  |  |   |   |  |
| **Purchases: Land, Buildings etc.** |
|  |  |  |   |   |  |
|  |  |  |   |   |  |
| **Lease space** |
|  |  |  |   |   |  |
|  |  |  |   |   |  |
| **TOTAL Cost**  |  | **$0** | **$0** |   |  |

\*Include the name of the building or location being impacted and what will need to be done.

Infrastructure includes new systems such as: mechanical/electrical/plumbing, site utilizes, parking/drainage, IT networks, resiliency infrastructure, etc.

**F4. Technology and Equipment**

1. Identify any major equipment or technology needed for program implementation and sustainability. List equipment or assets over $5,000 (cumulative per asset) needed to start-up and run the program. Information provided here should align with information in the attached budget.

|  |  |  |  |
| --- | --- | --- | --- |
| Technology and Equipment | Start-up Costs | On-going Costs | Est. Start Date of Operations/Use |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
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|  |   |   |   |
|  |   |   |   |
| **Total Technology and Equipment Costs** | **0** | **0** |   |

1. **RISKS AND ASSUMPTIONS**
2. In the table below, list any risks to the program’s implementation over the next four years. For each risk, identify the impact (low, medium, high), probability of occurrence (low, medium, high), and the institution’s mitigation strategy for each risk. Insert additional rows as needed. (e.g. Are faculty available for the cost and time frame).

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Impact** | **Probability** | **Risk Mitigation Strategy** |
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