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UNO Academic Program Proposals - Guidelines for New Degrees or Majors

UNO Office of Academic and Student Affairs
University of Nebraska at Omaha

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New Degree and Major Proposal Form

Guidelines

- Answer each question completely.
- The length of this proposal should be approximately ten pages.
- The proposal must go through the necessary college and department approvals before submission to the Office of Academic Affairs.
- The proposal should be submitted along with the budget table accounting for projected expenses and revenues in the first five years of implementation and a letter of support from the Dean's Office. The letter should state that the proposal has received the appropriate college and department/school approvals, and is recommended by the dean.
- Depending on the time of submission and review meeting schedules, it can take up to one year after the Office of Academic Affairs receives this proposal for the proposal to go through the multiple internal and external review procedures.
- Note: this document will be submitted to the Board of Regents (BoR) and the Nebraska Coordinating Commission for Postsecondary Education (CCPE), and will become a public document.

Descriptive Information

- Name of institution proposing the program: The University of Nebraska at Omaha
- Name of the program proposed:
- Degrees/credentials to be awarded graduates of the program: (e.g., diploma, BA, MA, etc.)
- Other programs offered in this field by this institution:
- CIP code:
- List the administrative units for the program: (e.g., college, division, department, etc.)
- Proposed delivery site(s), and type(s) of delivery, if applicable:
- Date approved by governing board: TBD
- Proposed date (term/year) the program will be initiated: TBD

1. Description and Purpose of the Proposed Program

- Provide a short (one or two pages) description of the proposed program.

2. Program of Study

- Address the following:
 - Admission requirements
 - Major topics
 - Courses and credit hours required

- Areas of concentration (if applicable)
- Ensure that the program of study follows the appropriate undergraduate or graduate academic guidelines.

3. Faculty, Staff, and other Resources

- What resources are required to implement and maintain the proposed program for the first five years and long term? Specifically address:
 - Number of faculty and staff required to implement the proposed program
 - Additional physical facilities needed
 - Instructional equipment and informational resources
- Differentiate between currently available resources, and additional resources needed.
- Provide any necessary explanations to complement the CCPE-approved budget table submitted.
- Please ensure consistency between the CCPE-approved budget tables, the footnotes in the budget tables, and the narrative in the proposal.

4. Evidence of Need and Demand

- Why is the proposed program needed?
 - Address community, state, regional, national and/or international need for graduates of the proposed program.
 - Provide documentation and data to support arguments with appropriate references.
- What are employment and educational advancement opportunities for graduates of the proposed program?
 - If possible, provide documentation and data to support arguments with appropriate references.
- What are the enrollment projections:
 - Number of students expected to enroll in the program in each of the first five years of operation and basis for the estimate.
 - Minimum number of students required to make the program viable.

5. Partnerships with Business

- List the relevant partnerships with businesses
- Discuss potential business collaborations anticipated

6. Collaborations within the University of Nebraska

- Discuss collaborations of other UNO colleges and departments with the principal department offering the program

- Discuss collaborations with other University of Nebraska campuses (UNL, UNK, and UNMC)

7. Collaborations with Higher Education Institutions and Agencies External to the University

- List partnerships with other colleges, universities, and agencies, and describe the nature of the partnerships.

8. Centrality to Role and Mission of the Institution

- To what extent does the proposed program support UNO’s Mission Statement and Strategic Plan? [Click here](#) for more information.

9. Consistency with the University of Nebraska Strategic Framework

- To what extent does the proposed program support the University of Nebraska Strategic Framework? [Click here](#) for more information.

10. Avoidance of Unnecessary Duplication

- Discuss similar programs offered in Nebraska and the Midwest region by public or private institutions.
- What are the differences between the proposed program and the currently available programs?

11. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

- How does the proposed program support relevant statewide goals for education? [Click here](#) to read the Comprehensive Statewide Plan for Postsecondary Education.

Note that chapters 3, 4, 8, 9, and 10 are responsive to CCPE guidelines consistent with statutory provisions in LB816 (1999) which states (excerpted):

“The commission shall establish criteria for the review, monitoring, and approval or disapproval of programs. The governing boards of the public institutions shall be responsible for assuring the quality and effectiveness of programs offered by their institutions. The commission’s criteria shall be designed to (a) meet educational needs and (b) assure efficiency and avoid unnecessary duplication.” Criteria shall include:

- (i) Centrality to the role and mission of the public institution;
- (ii) Consistency with the comprehensive statewide plan;
- (iii) Evidence of need and demand; and
- (iv) Adequacy of resources to support proposed new programs.

The criteria shall not infringe on the prerogative of the governing boards to make decisions on the quality of staff and the design of curriculum.