Program Description

[Program, e.g. B.S. in Nursing] To Be Offered by [Campus] at [Location]

1. **Characteristics of the Program**

   a. Campus(es) Offering Program:
   b. Scope of Delivery (Specific Sites or Statewide):
   c. Mode of Delivery (Classroom, Blended, or Online):
   d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.):
   e. Academic Unit(s) Offering Program:

2. **Rationale for the Program**

   a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

      - Why is the institution proposing this program?

      - How is it consistent with the mission of the institution?

      - How does this program fit into the institution's strategic and/or academic plan?

      - How does this program build upon the strengths of the institution?

        Appendix 1: Institutional Rationale, Detail   (This appendix should contain links to the institution's strategic and/or academic plan or the plans themselves.)

   b. State Rationale

      - How does this program address state priorities as reflected in *Reaching Higher, Achieving More*?

c. Evidence of Labor Market Need

    i. National, State, or Regional Need

- Is the program serving a national, state, or regional labor market need?

    ii. Preparation for Graduate Programs or Other Benefits

- Does the program prepare students for graduate programs or provide other benefits to students besides preparation for entry into the labor market?

    iii. Summary of Indiana DWD and/or U.S. Department of Labor Data

- Summarize the evidence of labor market demand for graduates of the program as gleaned from employment projections made by the Indiana Department of Workforce Development and/or the U.S. Department of Labor?

  Appendix 2: Summary of Indiana DWD and/or U.S. Department of Labor Data, Detail (This appendix should contain the detailed tables, upon which the summary of the labor market demand is based.)

    iv. National, State, or Regional Studies

- Summarize any national, state, or regional studies that address the labor market need for the program.

  Appendix 3: National, State, or Regional Studies, Detail (This appendix should contain links to the studies cited or the studies themselves.)

    v. Surveys of Employers or Students and Analyses of Job Postings

- Summarize the results of any surveys of employers or students and analyses of job postings relevant to the program.

  Appendix 4: Surveys of Employers or Students and Analyses of Job Postings, Detail (This appendix should contain links to the surveys or analyses cited, or the documents themselves.)

    vi. Letters of Support

- Summarize, by source, the letters received in support of the program.

  Appendix 5: Letters of Support, Detail   (This appendix should contain the letters of support for the program.)

3. Cost of and Support for the Program

    a. Costs

        i. Faculty and Staff

- Of the faculty and staff required to offer this program, how many are in place now and how many will need to be added (express both in terms of number of full- and part-time faculty and staff, as well as FTE faculty and staff)?

  Appendix 6: Faculty and Staff, Detail (This appendix should contain a list of faculty with appointments to teach in the program and a brief description of new faculty positions yet to be filled.)

        ii. Facilities

- Summarize any impact offering this program will have on renovations of existing facilities, requests for new capital projects (including a reference to the institution's capital plan), or the leasing of new space.

  Appendix 7: Facilities, Detail (This appendix should contain additional information on major impacts on facilities caused by this program.)

        iii. Other Capital Costs (e.g. Equipment)

- Summarize any impact offering this program will have on other capital costs, including purchase of equipment needed for the program.

  Appendix 8: Other Capital Costs, Detail (This appendix should contain additional information on other capital costs associated with the program.)

    b. Support

        i. Nature of Support (New, Existing, or Reallocated)

- Summarize what reallocation of resources has taken place to support this program.

- What programs, if any, have been eliminated or downsized in order to provide resources for this program?

        ii. Special Fees above Baseline Tuition

- Summarize any special fees above baseline tuition that are needed to support this program.

4. Similar and Related Programs

    a. List of Programs and Degrees Conferred

        i. Similar Programs at Other Institutions

        Campuses offering (on-campus or distance education) programs that are similar:

- CHE staff will summarize data from the Commission's Program Review Database on headcount, FTE, and degrees conferred for similar programs in the public sector, as well as information on programs in the non-profit and proprietary sectors, to the extent possible. *CHE Appendix A: Similar Programs at Other Institutions, Detail (This appendix will contain back-up tables for the summary.)*

- Institutions may want to supplement this data with supplementary contextual information, such as relevant options or specializations or whether or not programs at other institutions are accredited or lead to licensure or certification.

        ii. Related Programs at the Proposing Institution

- CHE staff will summarize data from the Commission's Program Review Database on headcount, FTE, and degrees conferred for related programs at the proposing institution. *CHE Appendix B: Related Programs at the Proposing Institution, Detail (This appendix will contain back-up tables for the summary.)*

    b. List of Similar Programs Outside Indiana

- If relevant, institutions outside Indiana (in contiguous states, MHEC states, or the nation, depending upon the nature of the proposed program) offering (on-campus or distance education) programs that are similar:

    c. Articulation of Associate/Baccalaureate Programs

- For each articulation agreement, indicate how many of the associate degree credits will transfer and apply toward the baccalaureate program.

  Appendix 9: Articulation of Associate/Baccalaureate Programs, Detail (This appendix should contain the actual articulation agreements relevant to the proposed program.)

    d. Collaboration with Similar or Related Programs on Other Campuses

- Indicate any collaborative arrangements in place to support the program.

5. Quality and Other Aspects of the Program

    a. Credit Hours Required/Time To Completion

- Credit hours required for the program and how long a full-time student will need to complete the program

  Appendix 10: Credit Hours Required/Time To Completion, Detail (This appendix should contain the semester-by-semester, course-level detail on the program curriculum, including how long it will take to complete the program, assuming full-time study.)

    b. Exceeding the Standard Expectation of Credit Hours

- If the associate or baccalaureate degree program exceeds 60 or 120 semester credit hours, respectively, summarize the reason for exceeding this standard expectation.

  Appendix 11: Exceeding the Standard Expectation of Credit Hours, Detail (This appendix should contain detailed information on why it is necessary to exceed the standard credit hour expectation, such as links to relevant licensure and/or accreditation standards the standards themselves.)

    c. Program Competencies or Learning Outcomes

- List the significant competencies or learning outcomes that students completing this program are expected to master.

    d. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.

e. Licensure and Certification

Graduates of this program will be prepared to earn the following:

- State License:

- National Professional Certifications (including the bodies issuing the certification):

- Third-Party Industry Certifications (including the bodies issuing the certification):

f. Placement of Graduates

- Please describe the principle occupations and industries, in which the majority of graduates are expected to find employment.

- If the program is primarily a feeder for graduate programs, please describe the principle kinds of graduate programs, in which the majority of graduates are expected to be admitted.

g. Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.

- Reason for seeking accreditation.

6. Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System

- Report a table for each campus or off-campus location at which the program will be offered

- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.

- Round the FTE enrollments to the nearest whole number

- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.

6. Projected Headcount and FTE Enrollments and Degrees Conferred								
Date, 2012								
Institution/Location: University XYZ at _____								
Program: Program ABC								
			Year 1	Year 2	Year 3	Year 4	Year 5	
			FY2012	FY2013	FY2014	FY2015	FY2016	
Enrollment Projections (Headcount)								
	Full-Time		6	12	18	18	18	
	Part-Time		12	24	36	48	60	
	Total		18	36	54	66	78	
Enrollment Projections (FTE)								
	Full-Time		6	12	18	18	18	
	Part-Time		6	12	18	21	24	
	Total		12	24	36	39	42	
Degrees Conferred Projections			0	0	6	6	18	
CHE Code: 12-XX								
Campus Code: XXXX								
County: XXXX								
Degree Level: XXX								
CIP Code: Federal - 000000; State - 000000								