

Adopted by CCAO 7/27/16 for use effective 8/1/16 for all new program proposals

APPENDIX B

GUIDELINES FOR PROPOSALS FOR NEW ACADEMIC PROGRAMS

The proposal addresses each of the items below.

1. Program Purpose and Outcomes
 - A. Describe the purpose of the proposed program in terms of meeting student, community or State needs
 - B. Identify the program outcomes, what the student will know and be able to do at the completion of the program.
 - C. Describe the fit of the proposed program with system/campus mission and state need. Describe how the program addresses the following:
 - 1) Aligns with the UH System mission and academic master plan and the campus mission and academic plan
 - 2) Provides evidence of continuing need for the program, projections of the number of graduates, of career and graduate education opportunities for those completing the proposed program, etc.
 - 3) Includes a market analysis of the need of the program by addressing the professional, economic, social and workforce needs of the State of Hawaii.
 - 4) Demonstrates how the proposed program responds to national and international needs where Hawai'i and the University have unique or outstanding resources to respond with quality.
 - 5) Meets the basic education needs for which there is a demand by Hawaii residents.
2. Program Organization
 - A. Provides a description of curriculum organization, total credits to complete the program including all prerequisites requirements, admission policies, advising, and other aspects of the program, with reference to its goals/outcomes.
 - B. Includes an academic map for certificate of achievement, associate and bachelor degrees that demonstrates on time completion.
 - C. Provide justification for a program that is >30 credits for a certificate of achievement or 60 credits for an associate degree or 120 credits for a bachelor's degree.
 - D. Describes provisions for articulation with UH community College degrees for bachelor's degrees.

3. Student Demand

- A. Describes the profile of students who will likely enroll in the program include a discussion on the likelihood of the program attracting new students to the campus or existing students.
- B. Provides evidence of student interest (i.e. needs assessment)
- C. Includes an estimate number of majors per year with an explanation on how this number was determined.

4. Program Resources and Efficiency

- A. Describe resources are required for program implementation and first cycle operation.
 - 1) Number, source, and cost of faculty; library requirements; support personnel; estimated cost of supplies, equipment and CIP; facilities to be utilized;
- B. Describe the expected sources of funds, including sources of reallocated funds.
- C. Compare anticipated cost per SSH, cost per major, SSH/faculty, average class size or other quantitative measure with other programs in the college and similar programs on other UH campuses.
 - 1) Complete the cost template and narrative
- D. List similar programs at other UH campuses and describe how the proposed program differs or is similar to these programs. Provide rationale for the new program if there are similar existing program(s).

5. Program effectiveness

- A. Describe the plan for assessing the quality of student learning.
- B. Identify relevant program accreditation and plans to meet accreditation requirements.

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Guidelines for Submission to BOR Committee on Academic and Student Affairs

- 1. Submit action memo located at <http://www.hawaii.edu/offices/aa/aapp/cao/SummaryforBOR AAC rev05 JUNE14.doc>
- 2. Submit new program proposal with a list of appendices that ware to be available upon request.

7/28/16