5-8-2014

SR-13-14-90 APC

Marshall University

Recommended Citation

Marshall University, "SR-13-14-90 APC" (2014). *Recommendations*. 138.
http://mds.marshall.edu/fs_recommendations/138

ACADEMIC PLANNING COMMITTEE
RECOMMENDATION

SR-13-14-90 APC

Members of the Academic Planning Committee recommend replacing the current guidelines from the Faculty Senate website, regarding Intent to Plan proposals, with the revisions provided.

RATIONALE:

The proposed changes update the existing guidelines to meet the requirements of Title 133, Series 4, of the West Virginia Higher Education Policy Commission.

FACULTY SENATE CHAIR:

APPROVED BY THE
FACULTY SENATE: _Eldon R. Lane_____ DATE: _5/8/14_

DISAPPROVED BY THE
FACULTY SENATE: _____ DATE: _____

UNIVERSITY PRESIDENT:

APPROVED: _____ DATE: _6/30/14_

DISAPPROVED: _____ DATE: _____

COMMENTS: _____

_____

_____

_____

Intent to Plan Document— Cleaned-up Final Document After Edits

Intent to Plan Procedures
Academic Planning Committee

The format of the proposal should follow the sequence of items as they appear on the following pages. Please respond to each item if only to indicate that it is not applicable. Information may be presented in narrative or in outline form or in a combination of the two. Supporting materials such as charts and tables may be included or attached.

The cover page should include the following:

Name of Institution
Date
Title of Degree or Certificate Location
Effective Date of Proposed Action
Brief Summary Statement

1. Program Description

   1.1 Program Mission: How does the program's mission support that of Marshall University and the academic college in which the degree program will reside?

   1.2 Program Features: Summarize the important features of the program and include a full catalog description. This section should contain:

      1.2.1 Program Learning Outcomes: Indicate, in measurable terms, the knowledge and skills expected of students upon completion of the program.

      1.2.2 Additional Program Outcomes: Indicate outcomes the program expects to achieve in addition to student learning. These outcomes may be related to outreach, service, faculty, etc.

      1.2.3 Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program's learning outcomes.

      1.2.4 Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures and requirements for a research paper, thesis, or dissertation. Also include field work or similar requirements and any other information that helps to describe the program of study.

      1.2.5 Program Delivery: Describe any instructional delivery methodologies to be employed, such as compressed video, World Wide Web, etc. Indicate costs associated with distance education or technology-based delivery.

Program Need and Justification.

Describe the relationship of the program's learning outcomes to 1) the outcomes of the Marshall University Baccalaureate Degree Profile, found at http://www.marshall.edu/assessment/LearningOutcomes.aspx; 2) Marshall's Strategic Vision, http://www.marshall.edu/president/strategic/; and 3) to the statewide master plan, http://www.wvhepc.com/master-plan-leading-the-way/.

Additional items to be described include:

1. Existing Programs: List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desirable.

2. Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?

   2.1 Clientele and Need: Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.

   2.2 Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate.

   2.3 Program Impact: Describe the impact of this program on other programs that support or are supported by it.

   2.4 Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been explored.

   2.5 Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.

Program Implementation and Projected Resource Requirements.

1. Program Administration: Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.

2. Program Projections: Indicate the planned enrollment growth and development of the new program during the first five years (FORM 1). If the program will not be fully developed within five years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to reach full development of the program.

3. Faculty Instructional Requirements: Indicate the number, probable rank, experience, and cost of faculty required over the five-year period.

4. Library Resources and Instructional Materials: Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

5. Support Service Requirements: Indicate the nature of any additional support services (e.g., laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include the expected costs, and describe how such expansions will be incorporated into the institutional budget.

6. Facilities Requirements: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

7. Operating Resource Requirements: Using FORM 2, provide a summary of operating resource requirements by object of expenditure.

8. Source of Operating Resources: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five-year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.

FIVE-YEAR PROJECTION OF
PROGRAM SIZE
(Form I)

	First Year (20_)	Second Year (20_)	Third Year (20_)	Fourth Year (20_)	Fifth Year (20_)
Number of Students Served through Course Offerings of the Program:					
Headcount	_____	_____	_____	_____	_____
FTE	_____	_____	_____	_____	_____
Number of student credit hours generated by courses within the program (entire academic year):	_____	_____	_____	_____	_____
Number of Majors:					
Headcount	_____	_____	_____	_____	_____
FTE majors	_____	_____	_____	_____	_____
Number of student credit hours generated by majors in the program (entire academic year):	_____	_____	_____	_____	_____
Number of degrees to be granted (annual total):	_____	_____	_____	_____	_____

FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS*
(FORM 2)

	First Year FY(20_)	Second Year FY(20_)	Third Year FY(20_)	Fourth Year FY(20_)	Fifth Year FY(20_)
A. FTE POSITIONS		___	___	___	___
1. Administrators	___				
2. Full-time Faculty	___				
3. Adjunct Faculty	___				
4. Graduate Assistants	___	___	___	___	___
5. Other Personnel:					
a. Clerical Workers	___	___	___	___	___
b. Professionals	___	___	___	___	___

Note: Include percentage of time of current personnel

B. OPERATING COSTS (Appropriated Funds Only)					
1. Personal Services:					
a. Administrators	___	___	___	___	___
b. Full-time Faculty	___	___	___	___	___
c. Adjunct Faculty	___	___	___	___	___
d. Graduate Assistants	___	___	___	___	___
e. Non-Academic Personnel:					
Clerical Workers	___	___	___	___	___
Professionals	___	___	___	___	___
Total Salaries	___	___	___	___	___

FORM 2-Continued

FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS*

	First Year (20_)	Second Year (20_)	Third Year (20_)	Fourth Year (20_)	Fifth Year (20_)
2. Current Expenses	___	___	___	___	___
3. Repairs and Alterations	___	___	___	___	___
4. Equipment:					
Educational Equip.	___	___	___	___	___
Library Books	___	___	___	___	___
5. Nonrecurring Expense (specify)	___	___	___	___	___
Total Costs	___	___	___	___	___

C. SOURCES

1. General Fund Appropriations					
	___	___	___	___	___

Intent to Plan Document— Original Document Showing Edits

TITLE 133
PROCEDURAL RULE
WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

SERIES 11
SUBMISSION OF PROPOSALS FOR NEW ACADEMIC PROGRAMS AND THE
DISCONTINUANCE OF EXISTING PROGRAMS

The format of the proposal should follow the sequence of items as they appear on the following pages. Please respond to each item if only to indicate that it is not applicable. Information may be presented in narrative or in outline form or in a combination of the two. Supporting materials such as charts and tables may be included or attached.

The cover page should include the following:

Name of Institution
Date
Title of Degree or Certificate
Location
Effective Date of Proposed Action
Brief Summary Statement

3.1. 1. Program Description

3.1.1. 1.1 Program Mission: How does the program's mission support that of Marshall University and the academic college in which the degree program will reside?

3.1.2. Program Features: Summarize the important features of the program and include a full catalog description. This section should contain:

Deleted: §133-11-1. General.¶
¶
<#>Scope. -- This rule delineates the responsibilities of the Higher Education Policy Commission in the approval and discontinuance of academic programs and establishes processes for institutions in seeking Commission approval of new academic programs.¶
¶
<#>Authority. -- W. Va. Code §§18B-1-6 and18B-1B-4.¶
¶
<#>Filing Date. -- November 20, 2001.¶
¶
<#>Effective Date. -- December 25, 2001.¶
¶
§133-11-2. Background.¶
¶
2.1. The West Virginia Higher Education Policy Commission is charged by statute with general authority for academic program approval for West Virginia public colleges and universities. The Commission is further required to use institutional missions as a template in assessing the appropriateness of new programs and to avoid unnecessary duplication in program approvals.¶
¶
To facilitate the discharge of these responsibilities, the following procedures and format shall be followed by each institution in submitting to the chancellor for consideration by the Commission proposals to establish academic programs.¶
¶
§133-11-3. Submission Procedures.¶
¶
<#>Approval: Proposals for approval of new academic degree programs and new teaching specializations require Commission approval. Proposals to add majors within a degree program require approval of the appropriate Board of Governors. Newly approved majors should be reported to the Academic Affairs Unit in the Commission office. Decisions to establish areas of emphasis, certificate programs, or baccalaureate minors may be made at the institutional Board of Governors level or may be delegated to the institutional president and do not require external approvals. Further, occupational programs at community and technical colleges require neither approval by the respective Board of Governors or by the Commission.¶
¶
In compliance with Senate Bill 653, any proposal by the state colleges for graduate programs, including certificate programs, must have the approval of the Higher Education Policy Commission. An institution planning to offer existing academic programs at sites outside West Virginia must have the approval of the appropriate out-of-state agency which regulates such offerings, as well as the approval of the Commission.¶
——————————Section Break (Next Page)——————————
¶
¶
¶
¶
<#>Filing: Prior to the offering of an existing program at a location off the main campus or the offering of an existing program primarily through distance education delivery, the institution shall notify the chancellor at least three months (60 days for associate level programs) before the date of intended implementation. The Commission, however, reserves the right to modify any program [...]

Deleted: Category of Action Required

Deleted: Objectives

Deleted: State the program objectives so that they can be related to the criteria in the evaluation plans (See Section 7).

Deleted: <#>Program Identification: Each proposal shall include an appropriate program identification as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education Center for Education Statistics.¶

3.1.2.1. 1.2.1 Program Learning Outcomes: Indicate, in measurable terms, the knowledge and skills expected of students upon completion of the program (this section moves down to new 1.2.3)

3.1.2.2. 1.2.2 Additional Program Outcomes: Indicate outcomes the program expects to achieve in addition to student learning. These outcomes may be related to outreach, service, faculty, etc.

3.1.3. 1.2.3 Admission and Performance Standards: Describe admissions and performance standards and their relationship to the program's learning outcomes.

3.1.4. 1.2.4 Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures and requirements for a research paper, thesis, or dissertation. Also include field work or similar requirements and any other information that helps to describe the program of study.

3.1.5.

3.1.6. 1.2.5 Program Delivery: Describe any instructional delivery methodologies to be employed, such as compressed video, World Wide Web, etc. Indicate costs associated with distance education or technology-based delivery.

Program Need and Justification.

Describe the relationship of the program's learning outcomes to 1) the outcomes of the Marshall University Baccalaureate Degree Profile, found at http://www.marshall.edu/assessment/LearningOutcomes.aspx; 2) Marshall's Strategic Vision, http://www.marshall.edu/president/strategic/; and 3) to the statewide master plan, http://www.wvhepc.com/master-plan-leading-the-way/.

Additional items to be described include:

4.1. 1 Existing Programs: List similar programs (and their locations) offered by other institutions (public or private) in West Virginia. State why additional programs or locations are desirable.

4.2. 2 Program Planning and Development: Indicate the history to date of the development and submission of this program proposal. What resources (e.g., personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?

4.3. 2.1 Clientele and Need: Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of industry, research and other institutions, governmental agencies, or other indicators justifying the need for the program.

4.4. 2.2 Employment Opportunities: Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate.

4.5. 2.3 Program Impact: Describe the impact of this program on other programs that it will support or that will be supported by it.

4.6. 2.4 Cooperative Arrangements: Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment sharing) that have been

2

Deleted: Admissions and Performance Standards: Describe admissions and performance standards and their relationship to the program objective.

Deleted: Program Requirements: Describe course requirements (indicating new courses with asterisks), majors and specializations, credit-hour requirements, research-tool requirements, examination procedures and requirements for a research paper, thesis, or dissertation. Also include field work or similar requirements and any other information that helps to describe the program of study.

Formatted: Body Text, Justified, Indent: First line: 0.5", Right: 0.08", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, … + Start at: 1 + Alignment: Left + Aligned at: -0.36" + Indent at: 0.07", Tab stops: 1", Left

Deleted: Program Outcomes: Indicate the expected results of the program and, if this is a proposal for an expanded or modified program, specify how the proposed change may achieve results different from those produced by the current program.¶

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Deleted: §133-11-4.

Deleted: <#>Relationship to Institutional Goals/Objectives: Relate this program to the institution's goals and objectives and the statewide master plan.¶

explored.

4.7. 2.5 Alternatives to Program Development: Describe any alternatives to the development of this program that have been considered and why they were rejected.

Program Implementation and Projected Resource Requirements.

Deleted: §133-11-5.

5.1. 1 Program Administration: Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization.

5.2. 2 Program Projections: Indicate the planned enrollment growth and development of the new program during the first five years (FORM 1). If the program will not be fully developed within five years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to reach full development of the program.

5.3. 3 Faculty Instructional Requirements: Indicate the number, probable rank, experience, and cost of faculty required over the five-year period.

5.4. 4 Library Resources and Instructional Materials: Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probable cost of additional resources necessary to bring the proposed program to an accreditable level.

5.5. 5 Support Service Requirements: Indicate the nature of any additional support services (e.g., laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include the expected costs, and describe how such expansions will be incorporated into the institutional budget.

5.6. 6 Facilities Requirements: Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

5.7. 7 Operating Resource Requirements: Using FORM 2, provide a summary of operating resource requirements by object of expenditure.

5.8. 8 Source of Operating Resources: Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five-year period. Describe the supplementary resource needs that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.

**FIVE-YEAR PROJECTION OF
PROGRAM SIZE**

	First Year (20_)	Second Year (20_)	Third Year (20_)	Fourth Year (20_)	Fifth Year (20_)
Number of Students Served through Course Offerings of the Program:					
Headcount	_____	_____	_____	_____	_____
FTE	_____	_____	_____	_____	_____
Number of student credit hours generated by courses within the program (entire academic year):	_____	_____	_____	_____	_____
Number of Majors:					
Headcount	_____	_____	_____	_____	_____
FTE majors	_____	_____	_____	_____	_____
Number of student credit hours generated by majors in the program (entire academic year):	_____	_____	_____	_____	_____
Number of degrees to be granted (annual total):	_____	_____	_____	_____	_____

FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS*

	First Year FY(20_)	Second Year FY(20_)	Third Year FY(20_)	Fourth Year FY(20_)	Fifth Year FY(20_)
A. FTE POSITIONS					
1. Administrators	_____	_____	_____	_____	_____
2. Full-time Faculty	_____	_____	_____	_____	_____
3. Adjunct Faculty	_____	_____	_____	_____	_____
4. Graduate Assistants	_____	_____	_____	_____	_____
5. Other Personnel:					
a. Clerical Workers	_____	_____	_____	_____	_____
b. Professionals	_____	_____	_____	_____	_____

Note: Include percentage of time of current personnel

B. OPERATING COSTS (Appropriated Funds Only)					
1. Personal Services:					
a. Administrators	_____	_____	_____	_____	_____
b. Full-time Faculty	_____	_____	_____	_____	_____
c. Adjunct Faculty	_____	_____	_____	_____	_____
d. Graduate Assistants	_____	_____	_____	_____	_____
e. Non-Academic Personnel:					
Clerical Workers	_____	_____	_____	_____	_____
Professionals	_____	_____	_____	_____	_____
Total Salaries	_____	_____	_____	_____	_____

FORM 2

FIVE-YEAR PROJECTION OF
TOTAL OPERATING RESOURCES REQUIREMENTS*

	First Year (20_)	Second Year (20_)	Third Year (20_)	Fourth Year (20_)	Fifth Year (20_)
2. Current Expenses	_____	_____	_____	_____	_____
3. Repairs and Alterations	_____	_____	_____	_____	_____
4. Equipment:					
Educational Equip.	_____	_____	_____	_____	_____
Library Books	_____	_____	_____	_____	_____
5. Nonrecurring Expense (specify)	_____	_____	_____	_____	_____
Total Costs	_____	_____	_____	_____	_____

C. SOURCES

1. General Fund Appropriations (Appropriated Funds Only)	_____	_____	_____	_____	_____
_____Reallocation _____New funds (Check one)					
2. Federal Government (Non-appropriated Funds Only)	_____	_____	_____	_____	_____
3. Private and Other (specify)	_____	_____	_____	_____	_____
Total All Sources	_____	_____	_____	_____	_____

NOTE: Total costs should be equal to total sources of funding

*Explain your Method for Predicting the Numbers **(Use additional sheet if necessary)**

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