

New Program Request Form
for
Community Colleges/Technical Colleges/Technical Schools

Institution Submitting Proposal

Title of Proposed Program

Academic Unit

Degree/Certificate Program

CIP Code _____

Proposed Date of Initiation _____

Specialty Accrediting Agency _____

Location(s) Program Offered _____

Name & Title of Contact Person _____

Signature of KBOR Official _____

Date: _____

Proposed Program Instructions and Evaluation Criteria

This guide is for colleges to use when submitting a new educational program. Please review the following criteria required for the new program. The information listed under each criterion should be furnished in narrative style and attached to this application.

Program Description and Information:

- Specify program objectives for the proposed program.
- Demonstrate how program relates to institutional mission.
- Include a complete catalog description, including program admission and graduation requirements, for the proposed program.
- Identify by prefix, number, title, and description (including prerequisites) courses to be required or elective in the proposed program.
- If the program design includes multiple curricula (concentrations, emphases, options, specializations, tracks, or related items), identify courses unique to each alternative.
- Provide a semester-by-semester outline for the offering of the required and prescribed courses of a degree plan for the proposed program.
- Include a copy of the competency profile developed for any proposed career/technical education program.
- Describe the program's curriculum integration plan (Tech Prep, 2+2, etc.)
- List any specialized accreditation required for this program.

Faculty Requirements:

- Describe faculty qualifications and/or certifications.
- Please describe any third-party credentialing required for faculty.

Demand for the Program:

- Identify employer demand, anticipated openings, current labor market needs, and future employment projections.
- Provide evidence of student demand.
- Describe the characteristics of the students who will be recruited into the proposed program.
- Show demand from local community and support.
- Describe any business/industry partnerships pertaining to this proposed program.

Duplication of Existing Programs:

- Provide evidence that the proposed program is not unnecessarily duplicative of similar offerings in the state/region.

Cost and Funding of the Proposed Program:

- Provide evidence of adequate resources, including projected staff requirements, advising services, physical facilities, instructional equipment, instructional materials, library requirements, contractual services, or clinical placements to be reallocated to the proposed program.

- Include an analysis of the impact of the reduction on existing programs and/or organizational units.
- Describe program resources for funding, including a breakdown of budget requirements.
- If the proposed program requires clinical or other “job-site” work experience, provide evidence of appropriate business/industry support and their ability to provide for said work experience or clinical opportunity.

Program Review and Assessment:

- Detail evaluation procedures set forth for the proposed program.
- Outline program review and assessment procedures established for proposed program.

New Program Curriculum Committee/Program Advisory Committee

- Summarize program curriculum and/or advisory committee’s input relating to program development, including long- and short-term goals of the proposed program.

Applications for new programs shall be submitted to the Kansas Board of Regents by **February 13** of the fiscal year prior to implementation in the fall semester, and **August 13** for implementation in the spring semester. Submit the new program proposal, following the evaluation criteria, along with the cover page, directly to: Director of Curricular Affairs, Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612.