

Name of Degree

A New Program/Degree Proposal (circle one)

Oklahoma Baptist University

College of _____

Department of _____

Proposed Implementation Date: (Semester, Year)

Proposal prepared by:

Name and Signature

Proposal submitted: Date

Signature of Provost

Date: _____

Appropriateness to Mission

Description, scope, and purpose of program

Alignment with OBU mission, vision and strategic goals

Sample questions: how does program fit OBU strategic goals, mission, etc? why OBU?

Need

Sample questions: motivation for developing this program? Evidence of a need? Market Analysis? Population and demographics? Uniqueness of program? Competitive advantage of OBU? Who are the competitors? Why this program and not another program? How is this program forward thinking?

Academic Integrity

Program structure and administration

Program goals

Student Learning Outcomes

Curriculum Overview

Program core courses

Track or concentration courses

Course offerings (listing and sequence)

Learning experiences and instructional methods

Faculty qualifications (use format for each faculty member associated with new program)

Name: _____ Years at University: _____

Degree(s) Earned: _____

Current Teaching Responsibilities (list course numbers and titles): _____

Scholarship Related to the Proposed Program: _____

Additional Responsibilities Related to the Proposed Program: _____

Other Information Relevant to the Proposed Program: _____

Student qualifications/support/advisement

Sample questions: What will students do with this degree? What evidence do we have that faculty are available and do they support this program? Planned faculty/student ratio? Program director or committee? Are there prerequisites or admission standards in the program?

Coordinate with Other Programs

With related programs at other institutions

With other departments/units on campus

With outside agencies, corporations. Etc.

Periodic Assessment

Assessment process - data collection and evaluation

Specialized accreditation (where applicable)

Resource Sufficiency

Sample questions: Major funding to start the program? Does the five year budget projection fit the narrative of the proposal? Are all initial startup costs as well as maintenance costs accounted for? Are all resources accounted for in the report - personnel, equipment, library resources, support staff, benefits, materials, supplies, facilities?

Impact on Educational Opportunity

Sample questions: Does this serve a diverse population? What objections might surface with this proposal? Did you have an external reviewer read this proposal? Is this program financially feasible for the university?

Five-Year Budget Projection (See Five-Year Budget Projection Form on website under CGPS Faculty Resources)

Attach form to this proposal.

Obtain Approval from the following:

1. Department

2. Academic college
3. CGPS Dean
4. Associate Provost
5. Assessment office
6. Financial aid
7. Registrar
8. Graduate council - Discussion and vote
9. Provost
10. President
11. Board of Trustees (February, May, October)
12. Higher Learning Commission (if required)