Note: Instructions are presented in red font. When a response is entered, delete the instructions.



EXPEDITED NEW ACADEMIC PROGRAM PROPOSAL (ENAPP)

Enter Degree and Title

*When finished, complete the table of contents.*

|  |  |
| --- | --- |
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PART I

EXPEDITED LETTER OF NOTIFICATION (ELON)

**Section I: Expedited Letter of Notification**

* *The most current version of the ELON must appear as the first section of the ENAPP, followed by the institution’s response to the ELON evaluation. The included ELON must incorporate responses to any concerns outlined in the THEC ELON evaluation and information included should align with subsequent sections of the ENAPP, as appropriate.*



PART II

NEW ACADEMIC PROGRAM PROPOSAL

*Enter degree designation and name of proposed program*

**Section II: Curriculum**

*Provide an adequately structured curriculum that (a) meets the stated objectives of the academic program, and (b) reflects breadth, depth, theory, and practice appropriate to the discipline and the level of the degree. The curriculum should be compatible with disciplinary accreditation and meet the criteria for the general education core, as well as articulation and transfer, where applicable*.

**Catalog description**

Provide the catalog description for the proposed program.

**Program Learning Outcomes**

* + *Provide the program learning outcomes for the proposed program. Outcomes should reflect the specific knowledge and skills expected for students to acquire as part of their educational experience in the proposed program.*

**Student learning outcomes**

* + *Outline the student learning outcomes for the proposed program. Outcomes should clearly state the specific and measurable outcomes students will display to verify learning has occurred. Every student learning outcome must directly align with and/or relate to one or more program learning outcomes.*

**Academic Program Requirements**

* + *Include the required number of semester credit hours (SCH), courses, (course prefix and number, title, SCH) and any special requirements including thesis, internships, practicum, etc.*

1. Summary *(choose appropriate table; delete other)*

For Undergraduate

|  |  |
| --- | --- |
| Component | Required Credits |
| General Education | 41-42 |
| Major |  |
| Concentrations |  |
| Guided Electives |  |
| General Electives |  |
| Capstone |  |
| Total | 120 |

For Graduate

|  |  |
| --- | --- |
| Component | Required Credits |
| Major |  |
| Concentrations |  |
| Guided Electives |  |
| General Electives |  |
| Culminating Experience |  |
| Total |  |

1. General Education (41-42 credits) *Identify if there are any specific general education courses within the categories/add rows when necessary. Only add if an undergraduate program is proposed; delete is it is a graduate program.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Credits | Specified Course within Category | Credits |
| Communication | 9 | *Rubric-number-title* |  |
| Humanities & Fine Arts | 9 |  |  |
| Social & Behavioral Sciences | 6 |  |  |
| History | 6 |  |  |
| Natural Sciences | 8 |  |  |
| Mathematics | 3-4 |  |  |
|  | 41-42 |  |  |

1. Major Core (for UG)or major (for Grad) *(XX credits)  
   add rows when necessary*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Concentration(s) *(XX credits) or (X-X credits)  
   add rows when necessary; do one set per proposed concentration*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Guided Electives *(XX credits) or (X-X credits)  
   add chart as above if specific courses or make statement such as “Chosen in consultation with advisor.”*

*add or delete rows when necessary*

| Course | Title | Credits |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Existing and New Courses**

* + *List existing and new courses for the proposed academic program including a catalog description and credit hours for each course.*

*Add rows when necessary for existing courses that are part of the major/concentration/guided electives.*

Current Courses

|  |  |  |
| --- | --- | --- |
| Course | Title | Credits |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**New Courses Needed**

*List any new course which must be added for the academic program and include a catalog description for each of these courses.*

*Add rows if needed.*

|  |  |  |
| --- | --- | --- |
| Course | Title | Credits |
| *Rubric, number* | *Title* | # |
| Description | *Text here* | |
| *Rubric, number* | *Title* | # |
| Description | *Text here* | |
| *Rubric, number* | *Title* | # |
| Description | *Text here* | |
| *Rubric, number* | *Title* | *#* |
| Description | *Text here* | |

**Program of study**

Provide a sample program of study for students completing the program full-time. The sample program of study should include all courses by semester and term for students to complete the proposed program.

**Assessment and evaluation**

* *Identify who will be responsible for conducting program assessments and evaluations.*
* *Provide the schedule for program assessments or evaluations including program evaluations associated with Quality Assurance Funding, institutional program review, student evaluations, faculty review, accreditation, and employer evaluation. Include copies of relevant documents, rubrics, or other materials in the appendices of the ENAPP.*

**Section III: Students**

## **Academic standards**

* *Clearly state the admission, retention, ­­­and graduation standards, which should align with institutional or governing board policy.*

## **Marketing and recruitment**

* *Provide a plan that outlines how the proposed program will market and recruit a diverse population of students including underserved and historically underrepresented students and is aligned with the proposed implementation timeline.*

## **Student support services**

* *Provide an overview of student support services that will be available to students in the proposed program (e.g., academic advising, tutoring, internship placement, career counseling, or others).*
* *Describe how the proposed program will ensure student success for all students, especially underserved and historically underrepresented students.*

**Section IV: Instructional and Administrative Resources**

## **Faculty resources**

*Current and anticipated faculty resources should ensure a program of high quality. The number and qualification of faculty should meet existing institutional standards and should be consistent with external standards.*

**Current faculty**

* *Using the - Current Faculty Roster table, list the name, highest degree, rank, and primary department, full-time or part-time status, and percent of time to be devoted to the proposed program. If the proposed academic program is at the graduate level, designate graduate faculty status with an asterisk (\*).*
* *Please identify the faculty member who will have direct administrative responsibilities for the proposed program as “PD” after the faculty member’s name.*

### *Table 2* *- Current Faculty Roster*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current Faculty Roster** | | | | | |
| **Faculty Name** | **Highest**  **Degree** | **Rank** | **Primary Department** | **Full-time or Part-time** | **% of Time Devoted to Program** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Anticipated faculty**

* *Using the - Anticipated Faculty and Instructional Staff table, list the additional faculty likely needed during the next five years for successful implementation of the proposed program. For each proposed faculty hire, provide full-time or part-time status, anticipated salary (excluding benefits), anticipated start date, and any pertinent comments.*

### *Table 3* *- Anticipated Faculty and Instructional Staff*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Anticipated Faculty and Instructional Staff** | | | | |
| **Faculty Rank or Job Title** | **Full-time or Part-time** | **Anticipated**  **Salary** | **Anticipated**  **Start Date** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Non-Instructional staff**

* *Using the - Anticipated Non-Instructional Staff table, list the additional Non-Instructional Staff needed during the next five years for successful implementation of the proposed program.*

*For each proposed non-instructional hire, provide full-time or part-time status, anticipated salary (excluding benefits), anticipated start date, and any pertinent comments.*

### *Table 4* *- Anticipated Non-Instructional* Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Anticipated Non-Instructional Staff** | | | | |
| **Job Title** | **Full-time or Part-time** | **Anticipated**  **Salary** | **Anticipated**  **Start Date** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section V: Institutional Capacity to Deliver Proposed Program**

*In assessing institutional capacity to deliver the proposed program, provide a narrative explanation of existing and needed resources. Additionally, provide the cost projections for one-time and recurring expenditures in the Estimated C**osts to Deliver the Proposed Program table below.* ***Please note:*** *the narrative must align with the projected costs provided in the Estimated Costs to Deliver the Proposed Program table.*

**Accreditation**

* + *Describe any costs associated with regional and/or programmatic accreditation during the planning and first five years for successful implementation of the academic program.*

**Consultants**

* + *Provide a summary of anticipated consultant needs and associated costs during the planning and first five years for successful implementation of the academic program.*

**Equipment**

* + *Assess the adequacy of the existing equipment available for the proposed academic program. Include physical equipment, computer facilities, special classrooms, etc.*
  + *Describe additional equipment needed during the planning and first five years for successful implementation of the academic program.*

**Information technology**

* + Describe current information technology resources available to support the program.
  + Describe additional information technology acquisitions needed during the planning and first five years for successful implementation of the academic program.

**Library resources**

* + *Provide an overview of the current library resources available to support the proposed program. This might include a summary or listing of the appropriate monographs, serials, databases, and online resources that are held by the campus or college libraries to support the proposed program.*
  + *Describe additional library acquisitions needed during the planning and first five years for successful implementation of the academic program.*

## **Marketing**

* + *Outline any anticipated costs associated with the marketing for the proposed program during the planning and first five years.*

## **Facilities**

* + - * *Describe facilities that will support of the proposed program. For existing space and facilities, briefly describe the type(s) of space and facilities (e.g., a listing of the number and types of classrooms or labs, student offices or spaces, etc.).*
      * *For new or renovated facilities, clearly outline them and include the amount and type of space, costs identified, and source(s) of funds to cover costs.*

**Travel**

* + *Provide a summary of anticipated travel expenses during the planning and first five years.*

**Other resources**

* *Describe other support resources available to support the program.*
* *Describe additional support resources that may be needed during the planning and the first five years for successful implementation of the academic program.*

## *Table 5 - Estimated Costs to Deliver the Proposed Program*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Estimated Costs to Deliver the Proposed Program*** | | | | | | |
| **One-Time Expenditures** | | | | | | |
| **Category** | **Planning** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Accreditation |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Information Technology |  |  |  |  |  |  |
| Library |  |  |  |  |  |  |
| Marketing |  |  |  |  |  |  |
| Facilities |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| **Total One-Time Expenditures** |  |  |  |  |  |  |
| **Recurring Expenditures** | | | | | | |
| **Category** | **Planning** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| Accreditation |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Information Technology |  |  |  |  |  |  |
| Library |  |  |  |  |  |  |
| Marketing |  |  |  |  |  |  |
| Facilities |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| **Total Recurring Expenditures** |  |  |  |  |  |  |
| **Grand Total (One-Time and Recurring)** |  |  |  |  |  |  |