

DRAFT - NEW MAJOR AND CERTIFICATES

For Review by OSU Academic Community
v. 02-25-2015

CC review Jan & Feb 2015; Registrar's Office review currently occurring

Materials linked from the February 27, 2015 Curriculum Council agenda.

NOTE: Need to add in spot for learning outcomes. CC needs to discuss the additional potential requirements of having a simple course-learning outcome curriculum map and an assessment plan/process well defined.

Originator signs in

Title of Proposal

New Major Certificate Name (open)

PROGRAM SUMMARY

College – drop down menu

Department/School -drop down menu

Program Type (drop down)

- o Undergraduate
- o Graduate
- o First Professional
- o Certificate

Transmittal Sheet - Digital Signatures (Dean, Department Chair/School Head, VP of Cascades if applicable)

Commented [WU1]: Electronic Signature vs Upload signed forms

See the following site for the Transmittal Sheet template:

<http://oregonstate.edu/admin/aa/apaa/sites/default/files/Academic-Programs/Curriculum/Category/transmittal-sheet-2-10-15.docx>

Commented [WU2]: Help Button for Transmittal sheet

CIP Number (can be entered by proposer and checked by Administrator) (HECC form 1.a.)

Commented [S3]: The State of Oregon Higher Education Coordinating Commission (HECC) has required information. These are noted here.

Help – Classification of Instructional Programs Number (CIP). CIP number is required by the US Department of Education and has OSU budgetary implications.

<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Degree Type (select all that apply)

LIST (EX: BA, BS, MA, MS, PhD, HBA, HBS) Other _____ (need 5-6 Characters)

Commented [WU4]: Drop Down Menu Also need "Other"

Location/Delivery Mode (select all that apply) (HECC Question 1d)

Commented [WU5]: 30 different degree types GB

- o OSU – Main/Corvallis
- o OSU - Cascades/Bend

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- Ecampus*
- Hatfield Marine Science Center/Newport*
- Eastern Oregon University/LeGrande*
- Other*

Delivery Mode – Select all that apply (HECC Question 1d)

- Face-to-Face
- Online ___ Ecampus or ___ Academic Unit
- Mixed (Hybrid) delivery (both face-to-face and hybrid courses are required to complete the degree)

Commented [WU6]: 2 modes offered for online delivery

Will this degree offer options?

- Yes – if yes open field to enter the title of the proposed options
- No

Will a minor be available? (a graduate level minor is approved by default when a graduate major is approved unless declined by the academic unit)

- Yes – if yes open field to enter the title of the proposed minor
- No

Course Designators associated with the degree or certificate program. (Brief request form will need to be completed. Request form from APAA.) List the proposed course designator in the table below.

Commented [WU7]: Link to form <http://oregonstate.edu/admin/aa/apaa/book/export/html/74>

Existing Designator(s) That Will be Used	Proposed New Designator(s) (A Request Designator Form Will Need to Be Completed)	Existing Designators That Will No Longer Be Used

Will this major utilize a pre-/pro- model?

- Yes
- No

Enrollment Limitations (such as GRE scores) (open field)

Professional Accreditation?

- Yes – if yes, open field to type in the accrediting agency
- No

Effective Term : Proposed (Note: This is the term in which you **request** this new program to be effective. There is NO GUARANTEE this will be the actual effective term. There are many steps that need to occur to make curricular changes effective, thus the actual effective term will be determined by the Registrar's Office and entered by Academic Programs in the field below.)

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Effective Term Actual:(will be entered by Academic Programs)

PROGRAM DESCRIPTION

Brief Overview (1-2 paragraphs) of the proposed program, including its disciplinary foundations and connections; program objectives; programmatic focus; degree, options, certificate, minor(s), and areas of concentrations offered. (HECC question 1.b.)

Brief Overview of the program for the Catalog (if different from the above response)

Course of Study (HECC Question 1.c.)

Proposed curriculum, including course numbers, titles, and credit hours.

===== This information will go directly into the catalog =====

Credit Hour Summary Table

Type of Course	Number of Credit Hours
Baccalaureate Core Courses	
General Elective Courses	
Major Required Courses	
Major Elective Courses	
Option Courses (if applicable)	
Total Number of Credit Hours for the Degree	

Commented [S8]: Will transfer over to the catalog.

Commented [WU9]: Gary – HELP button needed for this 36-45-108

Baccalaureate Core Summary Table

The credit hours entered is the minimum required per category. These number may need to be changed for the Major. The minimum BCC total is 51 credit hours.

Commented [S10]: Will transfer over to the catalog.

Baccalaureate Core Category	*Minimum # Hours	Baccalaureate Core Course Requirements (Write in any specifically required Bacc Core courses, include course designator, number and title. If there are none write "open")	Actual Credit Hours Required

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Writing I	3	Writing 121	
Writing II	3		
Speech	3		
Mathematics	3		
Fitness	3		
Biological Science w/ Lab	4		
Physical Science w/ Lab	4		
Additional Lab Science	4		
Cultural Diversity	3		
Literature and the Arts	3		
Social Processes and Institutions	3		
Western Culture	3		
Difference, Power, and Discrimination	3		
Contemporary Global Issues	3		
Science, Technology, and Society	3		
Writing Intensive Course	3		
TOTAL NUMBER OF HOURS		(can a smart field add these?)	

*Per Baccalaureate Core Guidelines

Required Core Courses Table

Commented [S11]: Will transfer over to the catalog.

Students must select from the following		
Category title (e.g. Upper Division Courses or Focus Area such as "Ecotourism and Sustainability")	(open field)	
"Select From" Description (Example: Select two of the following courses)	(open field)	
Course Designator and Number	Course Title	# Credit Hours
TOTAL NUMBER OF HOURS		

Commented [WU12]: Add rows as needed

Required Electives Course Table

Commented [S13]: Will transfer over to the catalog.

Insert Additional Required Elective Courses Table (to accommodate different areas)

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Students must select from the following		
Category title (e.g. Upper Division Courses or Focus Area such as "Ecotourism and Sustainability")		(open field)
"Select From" Description (Example: Select two of the following courses)		(open field)
Course Designator and Number	Course Title	# Credit Hours
TOTAL NUMBER OF HOURS		

Commented [WU14]: Add rows as needed

Insert Additional Required Options Course Table (to accommodate different areas)

Required Options Course Table in the Major

Commented [WU15]: Will transfer over to the catalog

"Select-From" Options Courses in the Major		
Category title (e.g. Upper Division Courses or Focus Area such as "Ecotourism and Sustainability")		(open field)
"Select From" Description (Example: Select two of the following courses)		(open field)
Course Designator and Number	Course Title	# Credit Hours
TOTAL NUMBER OF HOURS		

Commented [WU16]: Add rows as needed

Insert Additional Required General Electives Courses Table (to accommodate different areas)

"Select-From" General Electives Courses in the Major

Commented [S17]: Will transfer over to the catalog.

Students must select from the following

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Category title (e.g. Upper Division Courses or Focus Area such as "Ecotourism and Sustainability")		(open field)
"Select From" Description (Example: Select two of the following courses)		(open field)
Course Designator and Number	Course Title	# Credit Hours
TOTAL NUMBER OF HOURS		

Insert Additional "Select-From" Table (to accommodate different areas)

===== End of Catalog Field =====

Commented [WU18]: If more than one option is needed for a major

What new courses are going to be proposed? (open field) (these courses will be listed as "Pending Approval" in the General Catalog until a New Course proposal has been submitted and approved)

Commented [WU19]: Can reminders go out to Originator to complete? ch

If this new program is going to have a minor please complete a "New Minor" form.

What are your plans for Core Course scheduling, terms offered, and frequency? (HECC Question 1d)

What are your plans for the use of technology, including online or hybrid/mixed delivery of courses, special computer programs, clickers, need for or use of computer labs, etc.? (HECC Question 1d)

Facilities, libraries and other resources. (Library assessment and facilities reports need to be uploaded as attachments at the end of this proposal) (HECC question 1h)

Anticipated start date and explanation or rationale for your proposed effective term (NOTE: The proposed effective term does NOT guarantee the actual effective term. There are many review and

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approval steps that must occur prior to a program being able to start. You will be informed by the Registrar's office of the actual start date.)

[proposed start date field (HECC question 1i)]

[explanation field]

Program Demographics

Faculty delivering the program: (HECC question 1e and f)

Name (if not hired indicate "plan to hire")	Title	Highest Degree and Name of Degree	Area of Expertise	Full Time or Part Time	Adjunct? Yes or No	Hire Date

Other staff (HECC question 1g)

SECTION 2 – RELATIONSHIP TO MISSION AND GOALS

2a) Manner in which the proposed program supports the institution's mission, signature areas of focus, and strategic priorities. (HECC question 2a)

2b) Manner in which the proposed program contributes to institutional and statewide goals for: (HECC question 2b)

- i. student access and diversity;
- ii. quality learning;
- iii. research;
- iv. knowledge creation and innovation.
- v. economic and cultural support of Oregon and its communities.

2c) Manner in which the program meets regional or statewide needs and enhances the state's capacity (HECC question 2c)

- i. Improve educational attainment in the region and state;
- ii. respond effectively to social, economic, and environmental challenges and opportunities; and
- iii. address civic and cultural demands of citizenship.

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SECTION 3 – ACCREDITATION (dynamic form is say yes see the rest of the questions)

3a) Accrediting body or professional society that has established standards in the area in which the program lies, if applicable.

3b) Ability of the program to meet professional accreditation standards. If the program does not or cannot meet those standards, the proposal should identify the area(s) in which it is deficient and indicate steps needed to qualify the program for accreditation and date by which it would be expected to be fully accredited.

3c) If the proposed program is a graduate program in which the institution offers an undergraduate program, proposal should identify whether or not the undergraduate program is accredited and, if not, what would be required to qualify it for accreditation.

3d) If accreditation is a goal, the proposal should identify the steps being taken to achieve accreditation. If the program is not seeking accreditation, the proposal should indicate why it is not.

SECTION 4 – NEED

4 a & 4b) Anticipated fall term headcount (HC) and FTE enrollment over the next five years and expected degrees/certificates produced over the next five years (Table) (HECC questions 4.a. and b.)

	Year 1 (enter year)	Year 2 (enter year)	Year 3 (enter year)	Year 4 (enter year)	Year 5 (enter year)
1 st cohort (HC)					
2 nd cohort (HC)					
3 rd cohort (HC)					
4 th cohort (HC)					
5 th cohort (HC)					
Total FTE					
Total Degrees Awarded					

Commented [WU20]: GB

- o How did you determine these numbers?

4c) Characteristics of students to be served (resident/nonresident, international, traditional/nontraditional, fulltime/part time) (HECC question 4.c.)

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4d) Evidence of market demand. (HECC question 4.d.)

4e) If the program's location is shared with another similar Oregon public university program, the proposal should provide externally validated evidence of need (e.g. surveys, focus groups, documented requests, occupational/employment statistics and forecasts) (HECC question 4.e.)

4f) Estimate the prospects for success of program graduates (employment or graduate school) and consideration of licensure, if appropriate. What are the expected career paths for students in this program? (HECC question 4.f.)

SECTION 5 – OUTCOMES AND QUALITY ASSESSMENT - Program Matrix for Grad (already developed) and Undgrad (to be developed)

Commented [WU21]: GB

5a) Expected learning outcomes of the program. (HECC question 5.a.)

5b) Methods by which the learning outcomes will be assessed and used to improve curriculum and instruction. (HECC question 5.b.)

Student Learning Outcome	Assessment Measure	Is this a Direct or Indirect Assessment?	Benchmark (What criteria will you use to determine if your program has been successful? E.g. 95% of the students will receive a score of * on the assessment)	Where/When the Assessment Occurs in the Curriculum	Who is Responsible

5c) Nature and level of research and/or scholarly work expected of program faculty; indicators of success in those areas. (HECC question 5.c.)

SECTION 6 – PROGRAM INTEGRATION AND COLLABORATION

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6a) Closely related programs in this or other Oregon colleges and universities. (HECC question 6.a.)

Commented [WU22]: Is something missing? HECC. GB

6b) Ways in which the program complements other similar programs in other Oregon institutions and other related programs at this institution. Proposal should identify the potential for collaboration. (HECC question 6.b.)

6c) If applicable, proposal should state why this program may not be collaborating with existing similar programs. (HECC question 6.c.)

Commented [WU23]: Should this be changed to "will" GB

6d) Potential impacts on other programs. (HECC question 6.d.)

SECTION 7 – FINANCIAL STABILITY

7a) Business plan for the program that anticipates and provides for its long-term financial viability, addressing anticipated sources of funds, the ability to recruit and retain faculty, and plans for assuring adequate library support over the long term. (HECC question 7.a.)

7b) Plans for development and maintenance of unique resources (buildings, laboratories, technology) necessary to offer a quality program in this field. (HECC question 7.b.)

7c) Targeted student/faculty ratio (student FTE divided by faculty FTE). (HECC question 7.c.)

7d) Resources to be devoted to student recruitment. (HECC question 7.d.)

SECTION 8 – EXTERNAL REVIEW

If the proposed program is a graduate level program, follow the guidelines provided in External Review of New Graduate Level Academic Programs in addition to completing all of the above information. (HECC Section 8.)

Provide a list below of six external reviewers from outside the State of Oregon. Contact information should include: name, title, institution, highest degree, email address, mailing address, and telephone numbers.

Administrator comments

Commented [WU24]: Do we need this? GB

Budget table in the form (Need to see if OSU Budget and Fiscal Planning Committee will agree to using the HECC form instead of making people do two different budgets)

(Need to add the HECC "Instructions on Budget Outline Form")

Commented [WU25]: Stefani - is this finished?