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# State Board for community and technical colleges Insert Presentation date

# PROGRAM PROPOSAL Insert degree title Insert Program name

*Insert College Name*

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## Cover Page — Program Proposal

### Program Information

Institution Name: Click or tap here to enter text.

Degree Name: Click or tap here to enter text.

CIP Code: Click or tap here to enter text.

Name(s) of existing technical associate degree(s) that will serve as the foundation for this program:

Degree: Click or tap here to enter text.

CIP Code: Click or tap here to enter text.

Year Began: Click or tap here to enter text.

Degree: Click or tap here to enter text.

CIP Code: Click or tap here to enter text.

Year Began: Click or tap here to enter text.

Degree: Click or tap here to enter text.

CIP Code: Click or tap here to enter text.

Year Began: Click or tap here to enter text.

**Proposed Start Implementation Date (i.e. Fall 2014):** Click or tap here to enter text.

Projected Enrollment (FTE) in Year One: Click or tap here to enter text.

Projected Enrollment (FTE) by Year: Click or tap here to enter text.

Funding Source: Choose an item.

### Mode of Delivery

Single Campus Delivery: Click or tap here to enter text.

Off-site: Click or tap here to enter text.

Distance Learning: Click or tap here to enter text.

### Program Proposal

Please see criteria and standard sheet. **Page Limit:** **30 pages**

### Contact Information (Academic Department Representative)

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

### Chief Academic Officer signature

The Program Proposal must be signed. To sign, double click on the signature line below.



Click or tap to enter a date.

## Criteria 1

### Curriculum demonstrates baccalaureate level rigor.

Describe curriculum including (1) program learning outcomes (2) program evaluation criteria and process (3) course preparation needed by students transferring with technical associate degree (4) general education component (5) course work needed at junior and senior levels in the baccalaureate program.

## Criteria 2

### Qualified faculty.

Provide a profile, including education credentials, of anticipated faculty (full-time, part-time, regular, continuing) that will support the program for each year (junior and senior). Include faculty needed to cover the technical course work, general education courses and electives. In addition, provide the total faculty FTE allocated to the program.

Faculty and administrators responsible for technical courses must meet certification requirements for professional and technical administrators and instructors in the Washington Administrative Code.

## Criteria 3

### Selective admissions process, if used for the program, consistent with an open-door institution.

Describe the selection and admission process. Explain effort that will be used to assure the program serves as diverse a population as possible. Include specific detail for selecting and students for admittance when there are more applicants than available seats in the program.

## Criteria 4

### Appropriate student services plan.

Describe services that will be needed by the students admitted to the degree program and college plan for providing those services for baccalaureate level students. Include a description of financial aid services and academic advising for student admitted into the program.

## Criteria 5

### Commitment to build and sustain a high-quality program.

Provide a financial plan for the first five years of program operation. This plan should include (1) types of funds to be used to support the program; (2) projected program expenses; (3) appropriate facilities to be (4) equipment, technology, and instructional resources needed for the program; and (5) anticipated revenue. Document the college’s ability to sustain the program over time.

## Criteria 6

### Program specific accreditation.

Indicate whether the institution will seek specialized program accreditation. If so, describe plans for accreditation and identify appropriate accreditation body. Include a statement of college’s plan to seek accreditation through Northwest Commission on Colleges and Universities (NWCCU) and/or current status of college’s standing to offer applied baccalaureate degrees.

## Criteria 7

### Pathway options beyond baccalaureate degree.

Describe opportunities and articulation agreements for the place bound baccalaureate graduate to continue their education onto a graduate (Master’s) degree program. Detail specific discussions with public and private baccalaureate institutions (when applicable) regarding post-baccalaureate pathways for graduates.

## Criteria 8

### External expert evaluation of program.

The institution will select two external experts to review the program. External experts should come from a university level institution, i.e. departmental professor, academic dean or department head. The expert should be a practitioner/instructor from within the content area of the proposal.

In a separate document, provide copies of external evaluators’ report or letters. Summarize the institution’s responses and subsequent modification to the proposal based on evaluator’s recommendations. Attach a short bio of the evaluators.