PROGRAM DEVELOPMENT PROCEDURES

April 2020

The State Regents provide a form to submit for program development of new degrees and certificates and changes in degree programs. The purpose of this document is to assist you with the process. Always refer to the State Regents' Policy on Academic Program Approval, http://www.okhighered.org/state-system/policy-procedures/2015/Chapter%203-2015.pdf, and submit a signed internal routing sheet when initiating a new degree program and/or modifying or deleting an existing program or submitting a request to offer degrees at a location outside Stillwater.

1. Include any proposed degree program in the unit's annual academic plan one year prior to the desired effective date. The State Regents office will not review the new program proposal unless it is related to the academic plan and to the mission of the department, college, and university.

2. Development of a proposal for a new degree or program modification begins in a department. After the proposal is fully developed in written form, it must be approved at the department level and by the College Curriculum Committee before being assessed by central administration.

3. Additional approval is required for graduate programs and professional education programs:
    *   The Graduate Council must approve all proposals for new certificates, masters and doctoral degrees and modifications to graduate degrees. Graduate Council meetings are held the third Friday of each month, except June and July, when they do not meet. Agenda items should be directed to the Dean of the Graduate College, 202 Whitehurst, by the second week of the month.
    *   A proposal, as well as course action forms, if relative to a professional education program, must be submitted to the Professional Education Council for review by the Conceptual Framework, Knowledge Base, and Certification Committee to ensure professional education programs remain consistent with the requirements of the University, the various accrediting agencies, and the state environment. The Council meets once each semester at which time reports are presented, while the committee meet as needed. Keeping in mind the timeline for processing, materials may be submitted anytime to Kathy Boyer, 325G Willard Hall. Each college is responsible for submitting proposals for professional education programs to the Professional Education Council for review.

4. Proposals for multidisciplinary degrees are generated by faculty from several departments and colleges.   These proposals must be reviewed and approved by the participating departments and colleges before being submitted to Academic Affairs for review by Instruction Council (IC).

5. For new program requests, the college will prepare a **draft letter of intent** to be submitted to the State Regents at least a month before submission for review by Instruction Council. Each letter should address the following: student employability, employer demand, vitality of the program, and location and mode of delivery. Example letters of intent may be requested from Academic Affairs. Submit the draft letter, a copy of the proposal and signed internal routing sheet to the Vice Provost.

6. The proposal is evaluated by the Instruction Council (after review by the Graduate Council or Professional Education Council, if appropriate). IC evaluates the proposal and assesses the impact that it may have on programs in other colleges.

7. Once approved by Instruction Council, the proposal is taken to Deans' Council for their review/approval.

8. Following Deans' Council approval, Academic Affairs sends the proposal to the OSU/A&M Board of Regents.

9. Finally the proposal is submitted to the Oklahoma State Regents for Higher Education (OSRHE) for approval. It typically takes several months for State Regents' approval for bachelors, masters and certificate programs (longer for doctoral programs). Academic Affairs will send notification of final approval. **The program can be offered once OSU receives the official approval letter from OSRHE.**

Additional points for successful review by the State Regents:

1. The State Regents will carefully examine statements made about the resources available, student employability and employer demand to begin the proposed program. Give specific details about those areas.

2. The State Regents also expect enrollment and degree production to be specified. Failure to meet target numbers and/or the State Regents' minimums for a program could result in the program being dropped by the OSRHE. For **baccalaureate** degrees, minimum headcount is **12.5** with **5** degrees awarded annually. These values are generated as an average calculated over five years. For the **masters** degree, minimum headcount is **6** with **3** degrees awarded yearly (averaged over five years). At the **doctorate** level, minimum headcount is **4.5** with **2** degrees awarded yearly (averaged over five years). The estimates of enrollment and degrees earned need only exceed minimums set by the OSRHE. It is best to keep the enrollments and degrees earned around OSRHE minimums as **failure to achieve OSRHE minimums during the probationary period may mean termination of the degree or extension of the probation period.**

Masters Level

Academic Year	Degrees Conferred	Majors (Headcount) Fall Semester
2016-2017	0	1
2017-2018	0	2
2018-2019	2	3
2019-2020	2	4
2020-2021	3	6

This program will enroll a minimum of ___6___ students in fall __2020___(year); and will graduate a minimum of ___3___ students in ___2020-2021___(academic year).

3. The State Regents will review the proposed funding information to assure that the revenue and expense information are comparable and have been calculated based on expected enrollments (above). **The revenue must exceed expenses and the numbers should not reflect significant profits.**

4. All new doctoral degrees will be submitted to external reviewers chosen by OSRHE. Based upon past experiences, two reviewers will be selected from major research institutions. In response to information sought by previous reviewers, all proposals for doctoral degrees must include vita for each faculty member who will contribute to the new degree. Rationale for all aspects of the proposed program should be clear and concise.

Program Development Procedures 2019