

# Program Management

## New Program Proposal

### Submission Information

The Degree Type will factor into the level and the submissions that must occur for HED and HLC.

- Community College Types: Applied Associate Degree, Associate Degree, Certificate, Concentration
- Main Campus Undergrad Types: Bachelor's Degree, Concentration, Minor
- Main Campus Graduate Types: Master's Degree, Doctoral Degree, Certificate, Concentration, Minor

#### Degree Type

Select...

The Degree Title dropdown has all existing degree titles in Banner, if you do not see the one you are looking for you will select "Other" then in the New Degree Title box you will type out the official title of the degree (as you would want it to appear on a students record, transcript, and/or diploma).

#### Degree Title

Select...

#### Academic Level

Select...

The Catalog Title will be what is displayed in the catalog page. The standard format is Major (Concentration) - Degree Title. (I.e., Mathematics (Secondary Education) - Bachelor of Science. Note: If there is no concentration you would just list the Major - Degree.

#### Catalog Title

#### College

Select...

#### Campus

Select...

#### Division

Select...

#### Department

Loading...

#### Effective Catalog

Select...

#### Program Format

Evening                      Face to Face                      Online                      Other                      Weekend




#### CIP Code

[Find...](#)   [Find...](#)

Normal or typical length of time for students to complete the program (in years)

## Curriculum Information

### Program Learning Outcomes

Course Code		
Outcome 1	Learning Outcomes	<div style="text-align: right;">       </div>

### List of academic departments/units and or institutions involved in the delivery of courses

Department/Unit	
	<div style="text-align: right;">     </div>

The Course Requirements, need to be in the standard format for the catalog because this piece of the form will be imported directly onto the catalog page. See the Student Records Website for a guide. The total number of credits at the bottom of the course list will be the "official" total for the degree. Please make sure it adds up correctly.

### Course Requirements

The Road Map, need to be in the standard format for the catalog because this piece of the form will be imported directly onto the catalog page. See the Student Records Website for a guide. All courses and the total number of credits at the bottom of the roadmap should match the Course Requirements list.

### Road Map

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The admission requirements are needed if the program has a specialized admission process that exceeds the campus requirements for either the Undergraduate or Graduate admission standards.

- For graduate programs, the Graduate School asks for the following information (Provide a summary of the documents and specific information each student will need to provide to be considered for the program): Description, Statement of Purpose/Letter of Interest; Specialty Letter of Interest; Resume; Writing Sample; GRE; GMAT; Special Questions (if yes, what questions need to be answered); Letters of Recommendation (how many are required); NMSU Faculty Representative (if yes, how many); Foreign Language; WES Evaluation; Special License or Verifications (what license/verification)

Admission Requirements

Format ▾
Styles ▾
 
 
 
Source

Does this program lead to licensure, yes or no?

Yes      No

Department and Faculty Involvement in the Program

Faculty Members Employed to Teach in the Program

**Existing Personnel**

Documentation of department faculty support

<p>Attach File</p>	<p>Uploaded Files:</p> <input style="width: 100%;" type="text"/>	<p>Uploaded Files:</p> <input style="width: 100%;" type="text"/>	<p>Uploaded Files:</p> <input style="width: 100%;" type="text"/>
	<p>Files To Be Uploaded:</p> <input style="width: 100%;" type="text"/>	<p>Files To Be Uploaded:</p> <input style="width: 100%;" type="text"/>	<p>Files To Be Uploaded:</p> <input style="width: 100%;" type="text"/>

NM Higher Education Department

Describe your institution's plan for periodic evaluation of program effectiveness. Include criteria that will be used to determine effectiveness.

500 words remaining

The proposed program must meet one or more specified needs within the state or region. Clear and convincing evidence must be provided of the reality and extent of such need.

500 words remaining

*HELP TEXT - Evidence of need might include results of employer surveys, current labor market analyses and porjections, or long-term need projections prepared by a relevant professional organization. Although academic and research interests of institutional faculty may be met through implementation of the proposed curriculum, such interests by themselves are unlikely to persuade the NMHED and/or State Board of Finance of need for the program. [field 'The proposed program must meet one or more specified needs within the state or region. Clear and convincing evidence must be provided of the reality and extent of such need.' (associate\_need\_state)]*

If the program fills a regional workforce need, describe collaboration between your institution and regional employers in the program development.

If similar programs are offered at other public higher education institutions in New Mexico, provide a rationale for offering an additional program.

### Enrollment and Graduation Projections



Student Type	Year 1	Year 2	Year 3	Year 4	Year 5	
Select...						+
						✖

Annual Retention Rate Target (%)

Target 100% Graduation Rate (%)

Target Job Placement Rate (%)

Describe the faculty resources that are needed to initiate the program. Will any additional faculty be needed?

500 words remaining

Describe the library and other academic support resources that are needed to initiate the program. What, if any, additional resources will be needed?

500 words remaining

Describe the physical facilities of the institution that will be used for the first five years of the program. Will additional space or modifications of existing space be required within the first five years of program operation.

Describe the institution's equipment and technological resources needed for the first five years of the program? What, if any, additional equipment will be needed?

Describe any other operating resources needed to initiate the program.

Are there existing external facilities that will be used? Have agreements been established to ensure use of the those facilitates?

500 words remaining

Provide a clear analysis of the projected cost of the proposed program and the sources of funding that will support it for the first five years that the program will be offered. Include a discussion how any of the needed resources discussed in your attachment. This should be completed in collaboration with your institution's financial office.

Uploaded Files:

Files To Be Uploaded:

Uploaded Files:  Uploaded Files:

Files To Be Uploaded:  Files To Be Uploaded:

Letters of Support

Uploaded Files:

Files To Be Uploaded:

Uploaded Files:  Uploaded Files:

Files To Be Uploaded:  Files To Be Uploaded:

*For some changes/new programs, an HLC site visit or substantial change request for be required that can delay the HLC approval timeline. Please remember that all new programs cannot be advertised, built in banner/the catalog or have students enrolled until HLC approval is received.*

### Accreditation

Is the program seeking specialized accreditation?

Yes  No

Is specialized accreditation required for licensure or practice in the program?

Yes  No

Has the program already obtained the appropriate specialized accreditation? If so, attach a copy of the letter from the agency granting accreditation?

Yes  No

### Agency Accreditation

Attach File

Uploaded Files:

Files To Be Uploaded:

Uploaded Files:  Uploaded Files:

Files To Be Uploaded:  Files To Be Uploaded:

*If approval is a multi-stage process, the program should contact the institution's HLC Accreditation Liaison Office to discuss the timeline before submitting this*


*application form.*



If the program has not yet obtained accreditation but has begun the process of seeking or plans to seek specialized accreditation, specify the name of the agency and provide the time-line for completing the process.

If the program does not plan to seek specialized accreditation, provide a rationale for not-seeking accreditation here. (if there is not a specialized accrediting organization for this program, indicate so as your rationale).

If the program includes any of the following, explain how it will ensure that student work and levels of knowledge competencies achieved will be comparable to those achieved through traditional formats: (Award credit for prior learning; use of compressed time frames; use of on-line deliver; inclusion of accelerated formats; or other approaches to learning.)

Will the program be part of a contractual or consortial arrangement (yes/no, explain)?

If the program is planning any involvement by external organizations (other than from accredited higher education institutions) in the key operations as identified below, provide the information as requested. 

Type of Involvement	Name of External Organization	Percent of Involvement	
Select...			

Briefly describe the planning process for determining the need for this new program, including the role of faculty in the planning and approval process.

Describe the process for assessing and improving student learning in the proposed program.

Describe the process for assessing and improving student persistence and completion, in the new program.

If any of the institution's accreditation relationship (including other regional, specialized, or national accrediting agencies) are currently under or recommended for a negative status or action (e.g., withdrawal, probation, sanction, warning, show-cause, etc.)

If the institution is undergoing or facing substantial monitoring, special review or financial restrictions from the U.S. Department of Education or other federal or state government agencies.

If the institution's senior leadership or board membership has experienced substantial resignations or removals in the past year.

If the institution is experiencing financial difficulty through conditions, such as, a currently declared state of exigency, a deficit of 10% or more, a default or failure to make payroll during the past year, or consecutive deficits in the two most recent years.

### Institution Specific Information Area

Primary target audience for the program (e.g., full-time, part-time, traditional college age, working adults, transfer students, military personnel, or particular ethnic group)

How does the proposed program align with the department, college and university mission?



Discuss how admissions criteria and strategies will recruit a diverse student body?

What controls are in place to ensure that the information presented to all constituencies in advertising, brochures, and other communications will be accurate?

### Student Records Office Uploads

HLC wants CIP Code information that is currently being offered at both the institutional and degree level for 4-digit and 2-digit CIP codes for all new programs. This information will be provided by the University Student Records office and added to the form during the HED submissions workflow step.

SRO Upload

Uploaded Files:

Files To Be Uploaded:

Uploaded Files:

Uploaded Files:

Files To Be Uploaded:

Files To Be Uploaded:

