

Program Management

New Program Planning Tool

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

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

Academic Level

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

*Certificate of Achievements are less than 16 credits; Certificate of Completion are over 16 credits;

College

Campus

Division

Department

Effective Catalog





Program Format Evening Face to Face
 Online Other
 Weekend

CIP Code

[Find...](#)

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

Curriculum Information

Program Learning Outcomes	Learning Outcomes	
Outcome 1	Be prepared to have all program learning outcomes to be individually in the system with the dynamic table, one per row	   

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

Department/Unit	+
	✖

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Format ▾	Styles ▾	<input type="text"/>	<input type="text"/>	Source

Use the Community College template to plan your curriculum in the appropriate format to then replicate in the PIM system with the "Course List" table functions.

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Format ▾	Styles ▾	<input type="text"/>	Source

Use the Roadmap Template to plan your curriculum in the appropriate format to then replicate in the PIM system with the "Plan of Study Grid" table functions.

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

Will need to have the following information available to add to the dynamic table in PIM for all faculty: Existing Personnel, FTE, Course load and courses they will teach in the proposed program, courses taught in other programs currently offered, description of academic qualifications, prior instructional responsibility and other experiences relevant to assigned courses.

Documentation of department faculty support 

Be prepared to provide a memo with all faculty signatures or meeting minutes as documentation that all faculty in the department support the new program.

Uploaded Files:

Files To Be Uploaded:

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	
New Students						+
Continuing Students						x

Student Type	Year 1	Year 2	Year 3	Year 4	Year 5	
Graduates						 

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 facilities?

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:

Letters of Support

Uploaded Files:

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

Uploaded Files:

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	
Course placement and advising of students	<input type="text"/>	<input type="text"/>	
Design and oversight of curriculum	<input type="text"/>	<input type="text"/>	
Direct instruction and oversight	<input type="text"/>	<input type="text"/>	
Other support for delivery of instruction	<input type="text"/>	<input type="text"/>	
Recruitment and admissions of students	<input type="text"/>	<input type="text"/>	

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:

Program Codes

Program Code	
<input type="text"/>	

NM Council of Graduate Deans

Uploaded Files:

Files To Be Uploaded:

NM HED/Board of Finance

Uploaded Files:

Files To Be Uploaded:

HLC

Uploaded Files:

Files To Be Uploaded:

CIP Code Attachment

Uploaded Files:

Files To Be Uploaded:

ITEMS THAT WILL ALSO BE NEEDED AND ARE IN THE PROCESS OF BEING ADDING TO THE PIM SYSTEM

Justification for New Program