New Program Proposal

Welcome to CourseLeaf Program Management. This system will be used for submitting for all new program proposals and changes to existing programs.

All proposals for new and revised programs should be submitted in CourseLeaf at the earliest stage of review. This will speed up the overall approval process because the act of submission will automatically notify relevant parties farther up the approval chain (Dean's Office, Office of the Provost and Academic Affairs) that a proposal is being considered. This advance notice prevents delays by allowing timely consultation throughout the approval process. The CourseLeaf form has been designed to elicit all of the information needed to review different kinds of programs completely—that is, through all review stages.

Please note the following for new program approval:
1. Understand the overall timeline and date by which a proposal must be submitted for school/college review in order for it to be initiated at the start of a desired academic year. Contact Ron Bramhall in the Office of the Provost as early as possible to get a sense of the timeline for approval.
2. Check for overlap with other UO programs or similar programs at other Oregon public universities. If overlap with a UO program is a possibility, consult directly with the relevant deans and disciplinary faculty to work through any conflicts. If overlap with a similar program at another Oregon public university is a possibility, please consult with the Office of the Provost before contacting anyone at the other institution.
3. Invite careful examination of your proposal by your colleagues and ensure that departmental approval reflects their enthusiasm for taking on the associated teaching and advising responsibilities.
4. Start review of new courses: make sure that school/college-level review of all new courses needed for your program is initiated before, or along with, review of the program itself. If there are any required courses with generic or experimental numbers, start the process for getting a regular course number by completing a new course proposal form in CourseLeaf (Course review is handled through a different CourseLeaf form here: **https://nextcatalog.uoregon.edu/courseadmin/**)

General Information

Give a brief (1-2 paragraphs) overview of the proposed credential, including its disciplinary foundations and connections, its focus and learning objectives for students, and the specific degree (e.g. bachelors, masters, doctorate) and/or credentials (e.g. major, certificate, minor, concentrations) to be offered. This should be based largely on your descriptions in the following sections but it should be shorter than their combined length. Moreover, it should use language that is capable of communicating your ideas to audiences increasingly distant from your academic field as your proposal moves through the review process.

Primary Proposer [   ]

Email [   ]

Is there a co-proposer for this proposal?   ○ Yes   ● No

Home department [Select... ▼]   **College** [Select College... ▼]

Additional Department Affiliations

Department	⊕
[Select... ▼]	✖

Level [Graduate ▼]

Program Type [Accelerated Masters Program ▼]

Degree Type [Select Degree Type... ▼]

Primary Location [Select... ▼]

Program Delivery Format [Select... ▼]

Does the program represent a collaboration of two or more university academic units?

○ Yes ● No

Proposed Identification

Full Title

[Accelerated Master's in ....]

What's your desired effective term?

[Fall 2024 ▾] *Fall term is the default term unless an alternative is specifically requested and approved.*

Relationship to Institutional Mission and Statewide Goals

How is the program connected with the UO's mission, signature strengths and strategic priorities?

[ ]

How will the proposal contribute to meeting UO and statewide goals for student access and diversity, quality learning, research, knowledge creation and innovation, and economic and cultural support of Oregon and its communities?

[ ]

How will the proposal meet regional or statewide needs and enhance the state' capacity to:
• **improve educational attainment in the region;**
• **respond effectively to social, economic and environmental challenges and opportunities; and**
• **address civic and cultural demands of citizenship?**

[ ]

Program Description

Is there a core set of required courses?   ● Yes   ☐ No

What is the core set of required courses and what is the rationale for giving these courses this prominent role? What are the central concepts and/or skills you expect students to take from the core?

[ ]

Are there tracks or concentrations within the credential? If so, do these start from a common core or are they differentiated from the beginning?

Course of Study

Programs are required to display their curriculum in grid format to meet degree guide specifications.
Proposed curriculum should include course numbers, titles, and credit hours.

A Video Guide on Building a UO Course of Study

How to edit "Course of Study"

Course of Study

| Normal ▾ | Styles ▾ | | | | Source |

Senior Year

XYZ 521	4
XYZ 542	4
XYZ 581	4
One course from: XYZ 512, XYZ 513, or XYZ 514	4
Total Credits	**16**

Master's Program

XYZ 611	4
XYZ 612	4
XYZ 613	4
XYZ 625	4
Elective graduate courses chosen in consultation with advisor	4-8
XYZ 609 Terminal Project or XYZ 604 Internship	9
Total Credits	**29-33**

Provide a sample plan of study for both the undergraduate (senior year) and graduate portions of the program. If proposing more than one combination of majors, provide a sample plan of study for each.

Expected Learning Outcomes for Students and Means of Assessment

Only one learning outcome should be listed per row. Additional fields are added once a row has been filled.

Principle Learning Outcome (Concept or Skill)	Part of curriculum where this learning outcome introduced	Part of curriculum where this learning outcome developed	How student learning for this outcome will be assessed	
				❌ ⬆ ⬇
				❌ ⬆ ⬇

Principle Learning Outcome (Concept or Skill)	Part of curriculum where this learning outcome introduced	Part of curriculum where this learning outcome developed	How student learning for this outcome will be assessed	

Expected Learning Outcomes (Will Appear in Catalog)

Learning Outcomes

1		⊗ ⬆ ⬇

Accreditation

Is or will the program be accredited?   ○ Yes   ○ No

Need for this Credential

What is the anticipated fall term headcount over each of the next five years?

Fall Term Headcount = number of students enrolled in the program as of Fall term.

Year 1	Year 2	Year 3	Year 4	Year 5	
					⊗

What are the expected degrees/certificates over the next five years.

Number of Degrees:

Year 1	Year 2	Year 3	Year 4	Year 5	
					⊗

Number of Certificates/Microcredentials:

Year 1	Year 2	Year 3	Year 4	Year 5	
					⊗

How did you arrive at the above estimates? Please provide evidence. (e.g. surveys, focus groups, documented requests, occupational/employment statistics and forecasts, etc.)

What are the characteristics of students you expect this program to attract (e.g., resident/out-of-state/international; traditional/nontraditional; full-time/part-time)? Will it appeal to students from particular backgrounds or with specific careers in mind?

What are possible career paths for students who earn this credential? Describe and provide evidence (e.g. surveys, focus groups, documented requests, occupational/employment statistics and forecasts, etc.) for the prospects for success of graduates in terms of employment, graduate work, licensure, or other professional attainments, as appropriate.

Describe the steps that have been taken to ensure that the proposed program(s) does not overlap other existing UO program(s) or compete for the same population of students. [Provide documentation that relevant departments or areas have been informed of the proposal and have voiced no objections.]

Attach your communications showing due diligence in consulting with other UO departments or areas.

Uploaded Files:

Files To Be Uploaded:

List any existing program(s) that are complemented or enhanced by the new major.

Program(s)	➕
	❌

Program Integration And Collaboration

Are there closely-related programs in other Oregon public or private universities?

🔘 Yes   ⚪ No

List similar prorgrams and indicate how the proposal complements them. Identify the potential for new collaboration.

If applicable, explain why collaborating with institutions with existing similar programs would not take place.

Describe the potential for impact on other institution's programs.

Document your due diligence in consulting with other Oregon institutions.

Uploaded Files:

Files To Be Uploaded:

Please contact the Office of the Provost for instructions prior to contacting another institution about this program proposal.

If the program's location is shared with another similar Oregon public university program, provide externally validated evidence of need.

Attach Corroborating Documentation

Uploaded Files:

Files To Be Uploaded:

Resources Required to Offer the Program or Move to New Location

List any faculty who will have a role in this this program, indicating those who have leadership and/or coordinating roles. For each individual, indicate status with respect to tenure track (TT or NTT), rank, and full-time or part-time.

Faculty Name	Faculty Classification and Rank	FTE	Role	
	Select...		Select...	❌

Please describe the adequacy and quality of the faculty delivering the program, including how the mix of tenure-track, career and pro tem faculty are strategically used to ensure effective delivery of the curriculum.

What is the nature and level of research and/or scholarly work expected of program faculty that will be indicators of success in those areas?

Describe how students will be advised in the new program.

Describe the staff support for the proposed program, including existing staff and any additional staff support that will be needed.

Are special facilities, equipment, or other resources required as a result of this proposal (e.g., unusual library resources, digital media support,

Attach your communication(s) showing due diligence in consulting with your department's discipline-specific library liaison and any other resource area affected by this proposal.

Uploaded Files:

Files To Be Uploaded:

Financial Sustainability

What financial resources are needed to support this proposal? Identify the resources currently available as part of existing UO programs or reallocations within existing budgets. Are additional resources needed?

Provide a plan that shows how long-term financial viability of the program is to be achieved, addressing anticipated sources of funds, the ability to recruit and retain faculty, and plans for assuring adequate library support over the long term.

Business Plan Description

Describe your plans for development and maintenance of unique resources (buildings, laboratories, technology) necessary to offer a quality program.

Attach supporting documentation for financial sustainability.

Uploaded Files:

Files To Be Uploaded:

If grant funds are required to launch the program, how will the program be supported upon termination of the grant?

Document Upload Guide

Attach Supporting Documents ⓘ

Uploaded Files:

Files To Be Uploaded:

Other Program Characteristics

Must courses be taken for a letter grade and/or passed with a minimum grade to count toward the proposed program? If so, please list the courses and the requirements of each. Note: Although there is variation in detail, UO undergraduate majors typically require that most of the courses be taken for a letter grade (not "pass/no pass") and that the grade be C- or better.

Master's programs require at least 24 credits to be taken for a letter grade, but individual programs may require a higher number. There are no specific graded credit policies for doctoral and certificate programs; each program should determine what is appropriate within their discipline.

How much course overlap will be allowed to count toward both this programs and some other credential a student might be earning (a minor, certificate, or another program)? If there are specific credentials with overlap limits, please list those and the limits. For Accelerated Master's Program proposals, include in this section the proposed credit allocation structure for graduate credits taken as an undergraduate, i.e., how many graduate credits may count only toward the master's degree and how many may be used to clear requirements for both the bachelor's and the master's.

Here's where you describe your shared credit hour allowance policies:
1. List the maximum number of credits a student may use to fulfill requirements of both the bachelor's and master's degrees (maximum 24).

2. Which courses may count toward both the undergraduate and graduate degree, and what requirements will they fulfill for each degree? Also indicate whether only specific courses may count toward both degrees, or if there are categories of courses to choose from.

3. List all courses that may not be shared (i.e., must be taken as a graduate student)

Does your proposal call for new courses, or conversion of experimental courses into permanent courses? If so, please list courses in the text box below and indicate when they will be submitted to UOCC for approval:

Will admission to the program be limited?
◉ Yes   ○ No

Maximum enrollment:

Will students be required to apply for entry to this program?
◉ Yes   ○ No

What are the conditions for admission?

Please describe admission procedures (Will Appear in Catalog)

| Format ▾ | Styles ▾ | | | | Source |

A. Describe your internal application procedures for students to apply for acceptance to the accelerated program, including deadlines, materials required, and submission procedures.

B. Describe your minimum requirements for acceptance to the accelerated program (e.g., minimum GPA, completion of certain prerequisites, etc.). If these are different in any way than your usual admission requirements, describe how they are different.

C. If the GRE or other standardized test is typically required for admission to the master's program, will it be waived for accelerated students? _____Yes_____No_____N/A

D. Name of faculty member who will coordinate admissions process:

Residency Requirements (Will Appear in Catalog)

| Format ▾ | Styles ▾ | | | | Source |

Attach Additional Files

Uploaded Files:

Files To Be Uploaded: