Program Management

New Proposal

Proposal Type

Proposal Type: ⓘ

☐ Concentration (ex. Dietetics)

☐ Degree (ex. BS, MS)

☐ Joint Program (ex. Master of Public Health & PhD. in Community Health)

☑ Major (ex. Special Education)

☐ Minor (ex. European Union Studies)

Administration Details

Official Program Name ⓘ

[   ]

130 characters remaining

Diploma Title

[   ]

Sponsor College ⓘ

[Select... ▾]

Sponsor Department ⓘ

[Select Sponsor Department (Required). ▾]

Sponsor Name ⓘ

[   ]

Sponsor Email ⓘ

[   ]

College Contact ⓘ

[   ]

College Contact Email ⓘ

[   ]

College Budget Officer

[   ]

College Budget Officer Email

[   ]

List the role for rollbacks (which role will edit the proposal on questions from EPC, e.g., Dept Head or Initiator) and/or any additional stakeholders. Purpose: List here who will do the editing work if proposal needs rolled back. And any other stakeholders.

[   ]

Does this program have inter-departmental administration? ⓘ

◯ Yes   ⦿ No

Proposal Title

Effective Catalog
Term 🔵

Select... ⌄

Proposal Title (either Establish/Revise/Eliminate the Degree Name in Program Name in the College of
XXXX, i.e., Establish the Bachelor of Science in Entomology in the College of Liberals Art and Sciences,
include the Graduate College for Grad Programs)

🔵

Does this proposal have any related proposals that will also be revised during the next 6 weeks?
Consider Majors, Minors, Concentrations & Joint Programs in your department. Please know that this
information is used administratively to move related proposals through workflow efficiently. Example:
If you are revising the BS proposal and one related concentration within the next 6 weeks, "This BS
proposal (key 567) is related to the Concentration A proposal (key 145)."

Program Justification

Provide a brief justification of the program, including highlights of the program objectives, and the
careers, occupations, or further educational opportunities for which the program will prepare
graduates, when appropriate.

🔵

Instructional Resources

Will there be any reduction in other course offerings, programs or concentrations by your department
as a result of this new program/proposed change?

🔵

◯ Yes   ◉ No

Does this new program/proposed change result in the replacement of another program?

◯ Yes   ◉ No

Does the program include other courses/subjects outside of the sponsoring
department impacted by the creation/revision of this program?

◯ Yes   ◉ No

Program Regulation and Assessment

Plan to Assess and Improve Student Learning

Illinois Administrative Code: 1050.30(b)(1)(D) Provision is made for guidance and counseling of students, evaluations of student performance, continuous monitoring of progress of students toward their degree objectives and appropriate academic record keeping.

List the program's student learning outcomes. Each outcome should identify what students are expected to know and/or be able to do upon completing this program.

Describe how, when, and where these learning outcomes will be assessed.

Your description should demonstrate that the assessment will:

•   be systematic (that is, occur at different points throughout the program, including course-by-course and end-of-program);

•   include multiple, discipline-appropriate measures of student learning;

•   emphasize direct measures (e.g., assessments of learning via capstone courses, internships, portfolios, recitals, exhibits, theses, dissertations; standardized, locally-developed, comprehensive, or professional licensure and certification exams; and so on); and

•   include indirect assessments from key stakeholders such as current students, alumni, employers, graduate schools, etc. These may include job placement/career advancement/graduate school acceptance rates of graduates, graduate/employer satisfaction survey results etc.

Describe here:

Identify faculty expectations for students' achievement of each of the stated student learning outcomes. What score, rating, or level of expertise will signify that students have met each outcome? Provide rating rubrics as necessary.

Explain the process that will be implemented to ensure that assessment results are used to improve student learning.

Program
Description and
Requirements
Attach Documents

Uploaded Files:

Files To Be Uploaded:

Is the career/profession for graduates of this program regulated by the State of Illinois?

⭕ Yes   🔘 No

Program of Study

"Baccalaureate degree requires at least 120 semester credit hours or 180 quarter credit hours and at least 40 semester credit hours (60 quarter credit hours) in upper division courses" (source: https://www.ibhe.org/assets/files /PrivateAdminRules2017.pdf). For proposals for new bachelor's degrees, if this minimum is not explicitly met by specifically-required 300- and/or 400-level courses, please provide information on how the upper-division hours requirement will be satisfied.

Attach Program of
Study-related
information such
as sample
sequences (for
undergraduate
programs) or
college-level
forms.

Uploaded Files:

Files To Be Uploaded:

Catalog Page Text - Overview Tab

Description of program for the catalog page. This is not official content, it is used to help build the new

catalog page for the program. Can be edited in the catalog by the college or department.

Statement for
Programs of
Study Catalog

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

Corresponding
Degree ⓘ

Select…

Program Features

Academic Level ⊙   ☐ Undergraduate

☐ Graduate

☐ Professional

Does this major   ○ Yes   ◉ No
have transcripted
concentrations?

What is the typical time to completion of this program?

[   ]

Not needed for Concentrations or Minors. Enter N/A.
List the typical number of months/years for a student to finish this program.
List the longest permissible time, not the shortest.
Campus Grad Certificates (CERT) require at least 10 weeks.

What are the minimum Total Credit Hours required for this program? ⊙

[   ]

CIP Code ⊙   [   ]

Find...

Is This a Teacher Certification Program?
⊙   ○ Yes   ◉ No

Will specialized accreditation be sought for this program?
⊙
○ Yes   ◉ No

Delivery Method

This program is
available: ⊙

☐ On Campus - Students are required to be on campus, they may take some online courses.

☐ On Campus and Online - 2 program types. Students can receive the entire program either on campus or online. Students can choose to take courses in either modality.

☐ Online Only - The entire program is delivered online, students are not required to come to campus.

☐ Blended - A single program in which students are required to take part of the curriculum on campus and another part in a different location or online.

Describe the use of this delivery method:

Admission Requirements

Desired Effective
Admissions
Term ⓘ

[Select...   ⌄]

Provide a brief narrative description of the admission requirements for this program. Where relevant, include information about licensure requirements, student background checks, GRE and TOEFL scores, and admission requirements for transfer students.

ⓘ

Enrollment

Number of Students in Program (estimate)

Year One Estimate   [   ]   5th Year Estimate (or when fully implemented)

[   ]

Estimated Annual Number of Degrees Awarded

Year One Estimate   [   ]   5th Year Estimate (or when fully implemented)

[   ]

What is the
matriculation
term for this
program? ⓘ

☑ Fall

☐ Spring/Summer/Other

Budget

Will the program or revision require staffing (faculty, advisors, etc.) beyond what is currently available?

◯ Yes   ◉ No

Additional Budget
Information

Attach File(s)

Uploaded Files:

Files To Be Uploaded:

Financial Resources

How does the unit intend to financially support this proposal?

Will the unit need to seek campus or other external resources?

◯ Yes   ◉ No

Attach letters of
support

Uploaded Files:

Files To Be Uploaded:

What tuition rate do you expect to charge for this program? e.g, Undergraduate Base
Tuition, or Engineering Differential, or Social Work Online (no dollar amounts
necessary)

Is this program requesting self-supporting status?
◯ Yes   ◉ No

Attach File(s)

Uploaded Files:

Files To Be Uploaded:

IBHE

Degree Program Title and Overview

What is the specific title of the proposed degree program as it would be listed in the IBHE Program Inventory? The name should be what typically is used for similar programs nationally. Provide a short description of the program, including highlights of the program objectives, and the careers, occupations, or further educational opportunities for which the program will prepare graduates.

Illinois Administrative Code: 1050.30(a)(1): A) The objectives of the unit of instruction, research or public service are consistent with the mission of the college or university; B) The objectives of the unit of instruction, research or public service are consistent with what the unit title implies.

Institutional Context

University of Illinois at Urbana-Champaign

Mission: The University of Illinois at Urbana-Champaign is charged by our state to enhance the lives of the citizens in Illinois, across the nation and around the world through our leadership in learning, discovery, engagement and economic development.

Describe the historical and university context of the program's development. Include a short summary of any existing program(s) upon which this program will be built.

Explain the nature and degree of overlap with existing programs and, if such overlap exists, document consultation with the impacted program's home department(s).

University of Illinois

University of Illinois' mission: The University of Illinois will transform lives and serve society by education, creating knowledge and putting knowledge to work on a large scale and with excellence.

Briefly describe how this program will support the University's mission, focus and/or current priorities. Demonstrate the program's consistency with and centrality to that mission.

Discuss projected future employment and/or additional educational opportunities for graduates of this program. Compare estimated demand with the estimated supply of graduates from this program and existing similar programs in the state. Where appropriate, provide documentation by citing data from such sources as employer surveys, current labor market analyses, and future workforce projections.

(Whenever possible, use state and national labor data, such as that from the Illinois Department of Employment Security at http://lmi.ides.state.il.us/ and/or the U.S. Bureau for Labor Statistics at http://www.bls.gov/).

What resources will be provided to assist students with job placement?

If letters of
support are
available attach
them here:

Uploaded Files:

Files To Be Uploaded:

Comparable Programs in Illinois

Illinois Administrative Code: 1050.30(a)(6): B) The unit of instruction, research or public service meets a need that is not currently met by existing institutions and units of instruction, research or public service. For additional information about similar programs, check the Degree Program Inventory on the IBHE website (https://www.ibhe.org/ProgInv_Prog.aspx) and review the Notice of Intent website for programs being planned (http://legacy.ibhe.org/ODA/tracking/NOI/NOISearch.asp).

Identify similar programs and sponsoring institutions in the state, at both public and private colleges and universities. Compare the proposed program with these programs, and discuss its potential impact upon them. Provide complete responses, do not reference website links.

Comparable
Programs in
Illinois Attach
Documents

Uploaded Files:

Files To Be Uploaded:

A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth

IBHE is charged to develop a strategic plan to address the present and future aims and needs and requirements of higher education in Illinois (110 ILCS 205/6) (from Ch. 144, par. 186) Sec. 6). Illinois Administrative Code:

1050.30(a)(6): A) The unit of instruction, research or public service is educationally and economically justified based on the educational priorities and needs of the citizens of Illinois Respond to the following questions about how the proposed program will support the three goals of A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth Strategic Plan.

> *• Equity: Close the equity gaps for students who have historically been left behind*
> *• Sustainability: Build a stronger financial future for individuals and institutions*
> *• Growth: Increase talent and innovation to drive economic growth*
> *Please note that for this section, A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth, please use this BOX folder (https://uofi.box.com/s/q2hdbwmwhox3b0t0axxpsgni2atnm9ud) to reference the campus level responses that we will include when we send your proposal information to IBHE. Within the Box documents, you will see the prompts, campus level responses, and highlighted text asking for college, department, and program level responses. Instead of responding, as was done previously, in a word document outside of CIM P, you will respond to those college, department, and program level prompts within CIM P, in each of the boxes below.*

Equity

Describe institutional-level plans to close equity gaps in access, progression, completion, and attainment and the implications for the proposed program. More specifically, provide institutional-level plans for attracting, recruiting, retaining, and completing a diverse group of students including working adults, students of color, transfer and low-income students and implications for the proposed program. Explain how progress will be monitored.

Describe program and institution-based high-impact practices and wrap-around student support services ensuring equitable access and success for students enrolled in the proposed program.

Explain institutional strategies being implemented to increase and retain faculty, staff, and administrators of color and the implications for the proposed program. Explain how progress will be monitored.

Sustainability

Describe strategies and initiatives the institution plans to implement that makes the proposed program and college more generally affordable for students and their families, including those who have been historically underserved.

Provide tuition cost analysis for comparable programs and institutions in Illinois.

Growth

Provide a supply and demand analysis for the proposed program that, at minimum, does the following: a) Provides evidence of student interest in the proposed program including any strategies to incentivize students to stay in Illinois. b) Identifies and provides evidence of a high-quality credential with viability for future careers.

Explain how the program engaged with business and industry in its development and how it will spur the state's economy by leveraging partnerships with local, regional, and state industry, business leaders and employers.

Describe how the proposed program will expand access and opportunities for students through high-impact practices including research opportunities, internships, apprenticeships, career pathways, and other field experiences.

Explain how the proposed program will expand its models of teaching and learning, research, and/or public service and outreach that provide opportunity for students to succeed in the work of the future.

Beyond workforce need, describe how the program broadly addresses societal needs (e.g., cultural or liberal arts contribution, lifelong learning of Illinois residents, or civic participation).

A Thriving Illinois:
Higher Education
Paths to Equity,
Sustainability, and

Growth - Attach
Documents

Uploaded Files:

Files To Be Uploaded:

Program Description and Requirements

Illinois Administrative Code:

1050.30(b)(1) A) The caliber and content to the curriculum assure that the objectives of the unit of instruction will be achieved; B) The breadth and depth of the curriculum are consistent with what the title of the unit of instruction implies; C) The admission and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction.

1050.30(b)(3): Appropriate steps shall be taken to assure that professional accreditation needed for licensure or entry into a profession as specified in the objectives of the unit of instruction is maintained or will be granted in a reasonable period of time.

1050.50 (a)(2)(C) Requirement for Programs in which State Licensure is Required for Employment in the Field: In the case of a program in which State licensure is required for employment in the field, a program can be found to be in good standing if the institution is able to provide evidence that program graduates are eligible to take the appropriate licensure examination and pass rates are maintained as specified in the objectives of the unit of instruction. If there is no such evidence, the institution shall report the program as flagged for review.

Program Description

Provide a description of the proposed program and its curriculum, including a list of the required core courses and short ("catalog") descriptions of each one. (This list should identify all courses newly developed for the program).

This section also should discuss:
- *The unique qualities of this program*
- *Its delivery method (face-to-face, online, hybrid, etc.)*
- *Its curriculum's alignment with national standards (if applicable)*

Provide Program Description here:

Attach Program
Description Files if
needed

Uploaded Files:

Files To Be Uploaded:

Graduation Requirements

Provide a brief narrative description of all graduation requirements, including, but not limited to, credit hour requirements, and, where relevant, requirements for internship, practicum, or clinical. For a graduate program, summarize information about the requirements for completion of the thesis or

dissertation, including the thesis committees, and the final defense of the thesis or dissertation. If a thesis or dissertation is not required in a graduate program, explain how the functional equivalent is achieved.

Specialized Program Accreditation

Describe the institution's plan for seeking specialized accreditation for this program. Indicate if there is no specialized accreditation for this program or if it is not applicable.

Licensure or Certification for Graduates of the Program

If this program prepares graduates for entry into a career or profession that is regulated by the State of Illinois, describe how it is aligned with or meets licensure, certification, and/or entitlement requirements.

Plan to Evaluate and Improve the Program

Illinois Administrative Code: 1050.30(a)(2): The design, conduct, and evaluation of the unit of instruction, research or public service are under the direct and continuous control of the sponsoring institution's established processes for academic planning and quality maintenance. 1050.50 (a)(1) Three years after approval of a new program, the institution shall provide a program progress report to the Board as part of the institution's annual report. The third year progress report shall describe the institution's performance in meeting program objectives and show where any improvements are necessary. The placement of a program in voluntary temporary suspension will not negate the requirement of submitting a third year progress report. Describe the program's evaluation plan.* This plan should identify the methods of program evaluation (e.g., faculty self study, curriculum committee review, external review, feedback from key stakeholders such as current students, alumni, employers, and/or staff at residency/internship/practicum sites) as well as its key elements (e.g., curriculum, teaching, research, public services, diversity, quality, cost effectiveness, employer demand, etc., as is relevant to the program), and the

*goals that will be set for each one. It also should illustrate the existence of
regular review and feedback processes to ensure that results of the evaluation
will be used to improve the curriculum, instruction, and the overall quality of the
program.*

Your discussion may include (but is not limited to) the following items:

- *Faculty/student collaboration in research, community service, or other projects;*

- *Faculty productivity (in research, scholarship, creative activities, instruction, and public service);*

- *Student engagement in integrative learning activities (internships, practica, service learning, study abroad, etc.);*

- *External funding such as research grants and contracts;*

- *Support of one or more of the Goals of The Illinois Public Agenda;*

- *Results of student learning assessment;*

- *Employer, alumni, and other satisfaction survey results;*

- *Percent of students involved in faculty research or other faculty led projects;*

- *Percent of graduate students in the program presenting or publishing papers;*

- *Pass rate of graduates on the end-of-program, comprehensive, standardized, and/or certification/licensure examinations;*

- *Retention, graduation, and time-to-degree completion rates; and*

- *Job placement, career advancement, and/or graduate school acceptance rates.*

Describe the program's evaluation plan.

Plan to Evaluate
and Improve the
Program
Attachments

Uploaded Files:

Files To Be Uploaded:

Budget Narrative

Fiscal and Personnel Resources

Illinois Administrative Code: 1050.30(a)(5): A) The financial commitments to support the unit of instruction, research or public service are sufficient to ensure that the faculty and staff and support services necessary to offer the unit of instruction, research or public service can be acquired and maintained; B) Projections of revenues necessary to support the unit of instruction, research or public service are based on supportable estimates of state appropriations, local tax support, student tuition and fees, private gifts, and/or governmental grants and contracts.

Budget Rationale

Provide financial data that document the university's capacity to implement and sustain the proposed

program and describe the program's sources of funding.

Is the unit's (Department, College, School) current budget adequate to support the program when fully implemented? If new resources are to be provided to the unit to support the program, what will be the source(s) of these funds? Is the program requesting new state funds? (During recent years, no new funds have been available from the state (IBHE) to support new degree programs).

Faculty Resources

Will current faculty be adequate to provide instruction for the new program or will additional faculty need to be hired? If additional hires will be made, please elaborate.

Please address the impact on faculty resources including any changes in numbers of faculty, class size, teaching loads, student-faculty ratios, etc.

Describe how the unit will support student advising, including job placement and/or admission to advanced studies. Will current staff be adequate to implement and maintain the new program or will additional staff be hired? Will current advising staff be adequate to provide student support and advisement, including job placement and or admission to advanced studies? If additional hires will be made, please elaborate.

Are the unit's current facilities adequate to support the program when fully implemented? Will there need to be facility renovation or new construction to house the program?

Library Resources

Describe your proposal's impact on the University Library's resources, collections, and services. If necessary please consult with the appropriate disciplinary specialist within the University Library.

Summarize information about library resources for the program, including a list of key textbooks, a list of key text and electronic journals that will support this program, and a short summary of general library resources of the University that will be used by the program's faculty, students, and staff.

Are any sources of funding temporary (e.g., grant funding)? If so, how will the program be sustained once these funds are exhausted?

Budget Narrative
Fiscal and
Personnel
Resources
Attachments

Uploaded Files:

Files To Be Uploaded:

Personnel Budget

Please complete all lines below; all fields are required. For fields where there is no anticipated cost or need, enter 0 or NA.

Category	Year One	Year Five	Notes

Faculty (FTE)

Faculty FTE Year1	Faculty FTE Year 5	Faculty FTE Notes	

Faculty ($)

Faculty Year 1	Faculty Year 5	Faculty Notes	

Advising Staff ($)

Advising Staff Year 1	Advising Staff Year 5	Advising Staff Notes	

Graduate Students ($)

Graduate Students Year 1	Graduate Students Year 5	Graduate Students Notes	

Other Personnel Costs

Other Personnel Costs Year 1	Other Personnel Costs Year 5	Other Personnel Costs Notes	

Budget Narrative Attachments

Uploaded Files:

Files To Be Uploaded:

Facilities and Equipment

Illinois Administrative Code: 1050.30(a)(4): A) Facilities, equipment and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computational equipment) necessary to support high quality academic work in the unit of instruction, research or public service are available and maintained;

B) Clinical sites necessary to meet the objectives of the unit of instruction, research or public service;

C) Library holdings and acquisitions, owned or contracted for by the institution, that are necessary to support high quality instruction and scholarship in the unit of instruction, research and public service, are conveniently available and accessible, and can be maintained.

Describe the facilities and equipment that are available, or that will be available, to develop and maintain high quality in this program. Summarize information about buildings, classrooms, office space, laboratories and equipment, and other instructional technologies for the program.

Will the program require new or additional facilities or significant improvements to already existing facilities?

○ Yes   ◉ No

Will the program need additional technology beyond what is currently available for the unit?

○ Yes   ◉ No

Are there other costs associated with implementing the program?

○ Yes   ◉ No

Facilities and Equipment Attachments

Uploaded Files:

Files To Be Uploaded:

Faculty and Staff

Illinois Administrative Code: 1050.30(a)(3): A) The academic preparation and experience of faculty and staff ensure that the objectives of the unit of instruction, research or public service are met; B) The academic preparation and experience of faculty and staff, as evidenced by level of degrees held, professional experience in the field of study and demonstrated knowledge of the field, ensure that they are able to fulfill their academic responsibilities; C) The involvement of faculty in the unit of instruction, research or public service is sufficient to cover the various fields of knowledge encompassed by the unit, to sustain scholarship appropriate to the unit, and to assure curricular continuity and consistency in student evaluation; D) Support personnel, including but not limited to counselors, administrators, clinical supervisors, and technical staff, which are directly assigned to the unit of instruction, research or public service, have the educational background and experience necessary to carry out their assigned responsibilities.

Describe the personnel resources available to develop and maintain a high quality program, including faculty (full- and part-time, current and new), staff (full- and part-time, current and new), and the administrative structure that will be in place to oversee the program. Also include a description of faculty qualifications, the faculty evaluation and reward structure, and student support services that will be provided by faculty and staff.

[ ]

Summarize the major accomplishments of each key faculty member, including research/scholarship, publications, grant awards, honors and awards, etc. Include an abbreviated curriculum vitae or a short description.

[ ]

Faculty and Staff
Attachments

Uploaded Files:

[ ]

Files To Be Uploaded:

[ ]

HLC Section

Credit Hours

Existing or repackaged curricula (Courses from existing inventory of courses):	Number of Credit Hours: [ ]	[ ] Percent of Total:
Revised or redesigned curricula (Courses for which content has been revised for the new program):	Number of Credit Hours: [ ]	[ ] Percent of Total:
New curricula (Courses developed for the new program that have never been offered):	Number of Credit Hours: [ ]	[ ] Percent of Total:
Total Credit Hours of the Program:	Number of Credit Hours:	[ ] Percent of Total:

100

New Faculty Required

Will new faculty expertise or new faculty members be needed to launch this program?

○ Yes   ◉ No

Please explain
existing coverage:

Additional Funds

Will the proposed program require a large outlay of additional funds by the institution?

○ Yes   ◉ No

Institutional Funding

Please explain institutional funding for proposed program:

EP Documentation

EP Control
Number

Attach
Rollback/Approval
Notices

Uploaded Files:

Files To Be Uploaded:

This proposal   ○ Yes   ◉ No
requires HLC
inquiry

DMI Documentation

Attach Final
Approval Notices

Uploaded Files:

Files To Be Uploaded:

Banner/Codebook

Name

Program Code:

50 characters remaining

DOE Approval
Date