Program Management

New Proposal

Proposal Type

Proposal Type: ⊚
- ☐ Concentration (ex. Dietetics)
- ☐ Joint Program (ex. Master of Public Health & PhD. in Community Health)
- ☐ Degree (ex. BS, MS)
- ☑ 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...

Sponsor Name ⊚

Sponsor Email ⊚

College Contact ⊚   College Contact Email ⊚

College Budget Officer

College Budget Officer Email

If additional stakeholders other than the Sponsor and College Contacts listed above should be contacted if questions during the review process arise, please list them here.

Does this program have inter-departmental administration?

☐ Yes   ◉ No

Effective Catalog Term

Enter the starting term for this program proposal, which means when the department can start to officially market the program. For a program revision, this would mean when the department can start to officially market the revised program.

Effective Catalog Term   [Select...   ⌄]

Effective Catalog   [Select Effective Catalog...   ⌄]

Proposal Title

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 Liberal Arts and Sciences, include the Graduate College for Grad Programs)

[   ]

Does this proposal have any related proposals that will also be revised at this time and the programs depend on each other? Consider Majors, Minors, Concentrations & Joint Programs in your department. Please know that this information is used administratively to move related proposals through workflow efficiently and together as needed. Format your response like the following "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? If Yes is selected, indicate the appropriate courses and attach the letter of support/acknowledgement.

☐ Yes   ⦿ No

Program Features

Academic Level   ☐ Undergraduate

☐ Graduate

☐ Professional

Does this major have transcripted concentrations?   ○ Yes   ⦿ No

What is the longest/maximum time to completion of this program?

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

[   ]

CIP Code ⓘ   [   ]

                    Find...

Is this program part of an ISBE approved licensure program?

ⓘ   ☐ Yes   ⦿ No

Will specialized accreditation be sought for this program?

ⓘ

○ Yes   ○ No

Does this program prepare graduates for entry into a career or profession that is regulated by the State of Illinois?

☐ Yes   ⦿ No

Program of Study

For new proposals, all undergraduate programs (majors, concentrations, and joint programs with undergraduate component), you must include a sample sequence. When establishing new Graduate Certificates, a side by side is needed if it stacks into a program to show how it stacks into the other. Additional resources can be found on the *Guidelines for New or Revised Programs website*.

Attach Program of Study   Uploaded Files:
related information here.
                                          [   ]

                                          Files To Be Uploaded:

                                          [   ]

Catalog Page Text - Overview Tab

Description of program for the catalog overview page in the Academic Catalog.

Catalog Page Overview Text

ⓘ

[   ]

Statement for
Programs of
Study Catalog

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

Corresponding Degree ❓ | Select... ▾ |

Program Regulation and Assessment

This information is important for campus and IBHE review.

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 the program.

Student Learning Outcomes

🛈

[ ]

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:

[ ]

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.

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

IBHE

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?

[text area]

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](#) *and review the* [Notice of Intent website](#) *for programs being planned.*

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.

[text area]

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 access the following information as applicable to your proposal: Undergraduate Program IBHE Strategic Plan Reference,
Undergraduate Program Appendix, Graduate Program IBHE Strategic Plan Reference, Graduate Program Appendix. These CIM-P IBHE Templates can also be found on the Provost's website.

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.

[blank text area]

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.

[blank text area]

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

[blank text area]

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.

[blank text area]

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.

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.

[text box]

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.

[text box]

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

[text box]

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.

Complete the table based on new and existing costs. For example, if the program requires no new hires, IBHE will want to understand what the cost for existing staff will be as well.

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   Uploaded Files:
Rollback/Approval
Notices   Files To Be Uploaded:

Non-EP Documentation

U Program   Uploaded Files:
Review
Comments   Files To Be Uploaded:

Rollback   Uploaded Files:
Documentation
and Attachment   Files To Be Uploaded:

DMI Documentation

Attach Final   Uploaded Files:
Approval Notices
                                                         Files To Be Uploaded:

Banner/Codebook
Name ⊚

Program Code:

50 characters remaining

DOE Approval
Date