ADMINISTRATIVE MEMORANDUM

SUBJECT   Revised procedures for developing
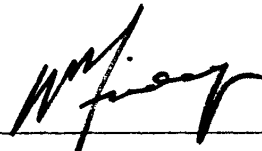academic programs

NUMBER   106

DATE   8/1/78

Our experience in developing and evaluating academic programs over
the past few years has led us to modify our procedures for developing new
academic programs.

The attached "Academic Program Development Procedures" describes the
new procedures, effective this date, and supersedes previous statements
on the matter.

Additional copies of these new procedures will be sent to you for
distribution to appropriate members of your staff.

William Friday, President

Attachment

ACADEMIC PROGRAM DEVELOPMENT PROCEDURES

The University of North Carolina

August 1, 1978

Pursuant to the statutory obligation of the Board of Governors to "determine the functions, educational activities and academic programs of the constituent institutions" [G.S. 116-11(3)], the following revised procedures for academic program development have been established. These procedures have been designed to include substantive and procedural changes directed by the Board of Governors in the Long-Range Plan, approved November 11, 1977, and modifications suggested by experiences in program development and evaluation activities since 1972.

A. PROGRAM DEFINITIONS

1. Degree Program Levels

Academic degree programs in the 16 constituent institutions of The University of North Carolina are now offered at the following levels:

Bachelor's degrees, usually requiring four years of study beyond high school;

Master's degrees, usually requiring one to two years of study beyond the bachelor's (although in some professional fields, like dentistry, the master's is taken only after completion of the first professional degree);

First Professional degrees in law, dentistry, and medicine (J.D., D.D.S., and M.D., respectively), usually requiring a bachelor's degree for admission to the program and then requiring three or four years of advanced professional study and training; and

Doctoral degrees (the Ph.D., Ed.D., and Dr.P.H.), for which the bachelor's

degree and often the master's will be prerequisite and usually requiring

three or four years of study beyond the bachelor's.

2.   Certificate of Advanced Study Programs (C.A.S.) or Sixth-Year Programs

In addition to degree programs, some of the constituent institutions

offer specific courses of study for professional certification that are not

associated with the conferral of a particular degree. These programs usually

require one year of study beyond the master's degree level and provide for

a higher level of certification for public school teachers and administrators.

The basic certification requirements are those defined by the Department of

Public Instruction,[1] and the programs of study lead to the conferral of the

"Certificate of Advanced Study" by the institution. It is the present intent

of the Board of Governors to utilize the designation "Certificate of

Advanced Study" with respect to all such sixth-year programs hereafter

established for public school personnel and not to authorize additional Ed.S.

degree programs beyond those now in existence. This matter is examined in

greater detail in the report of the Teacher Education Review Program,[2] which

is a part of the Long-Range Plan.

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[1]North Carolina Department of Public Instruction, Division of Teacher
Education, Standards and Guidelines for Approval of Institutions and Programs
for Teacher Education: Competency-Based Program (Raleigh: May, 1977),
pp. 106 ff.

[2]A Review and Evaluation of Teacher Education Programs in The University
of North Carolina, Report 2 (Chapel Hill: The University of North Carolina,
October, 1977), p. 151.

3. Degree Program Classification

For planning and other purposes The University classifies its degree (and certificate) programs with a modified version of the system used by the U. S. Office of Education in its Higher Education General Information Survey (HEGIS).[3] The HEGIS system classifies all programs of study into 24 major Discipline Divisions. These are:

0100 Agriculture and Natural Resources	*1300 Home Economics*
0200 Architecture and Environmental Design	*1400 Law*
	1500 Letters
0300 Area Studies	*1600 Library Science*
0400 Biological Sciences	*1700 Mathematics*
0500 Business and Management	*1800 Military Sciences*
0600 Communications	*1900 Physical Sciences*
0700 Computer and Information Sciences	*2000 Psychology*
0800 Education	*2100 Public Affairs and Services*
0900 Engineering	*2200 Social Sciences*
1000 Fine and Applied Arts	*2300 Theology*
1100 Foreign Languages	*2400 Interdisciplinary Studies*
1200 Health Professions	

These discipline divisions (or major "academic subdivisions of knowledge and training") are further divided into "discipline specialties." For example, the discipline division Biological Sciences consists of such discipline specialties as botany, bacteriology, zoology, and anatomy, while English literature, classics, and philosophy are among the discipline specialties in the discipline division Letters.

There are differences in the detail with which this classification system refines some of the discipline specialties. Under Physical Sciences there are six specialties for chemistry--viz., chemistry, general, inorganic chemistry, organic chemistry, physical chemistry, analytical chemistry, and pharmaceutical chemistry. Under Biological Sciences one finds biochemistry.

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[3]Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington: U. S. Office of Education and National Center for Educational Statistics, 1970).

Under Social Sciences, however, the disciplines of sociology, economics, and history are not further refined into any designated specialties.

With adaptations and modification, all currently authorized degree program activity at each of the 16 constituent institutions and at each of 30 private senior colleges and universities has been classified in accordance with this HEGIS system. For all senior institutions of higher education in North Carolina, therefore, there is some consistency in program definitions across the discipline specialties and discipline divisions, and in the specification of all existing degree programs within these classifications.

4. Degree Programs and Degree Program Tracks

Within the HEGIS classification system, definitions are provided for instructional program planning: A degree program is a program of study with a concentration (or major) in some specified discipline specialty that leads to a degree in that discipline specialty or in some designated sub-division of the specialty at a particular level of instruction. A degree program track is a variation of an existing degree program which leads to a degree in the same discipline specialty at the same level of instruction but differs in its specific course requirements within that specialty area. The bachelor's degree in general chemistry, for example, is a degree program. The Bachelor of Arts in chemistry and the Bachelor of Science in chemistry both require a concentration (or major) in chemistry, but they differ with regard to their requirements for graduation and are degree program tracks within the same degree.

B. DEGREE PROGRAM DEVELOPMENT REQUIRING ACTION BEYOND THE CAMPUS LEVEL

The Chancellors of the constituent institutions shall communicate to the President of The University their requests with respect to instructional program development for the following:

1. Authorization to change the name or title of an existing degree program or degree program track.

2. Authorization to discontinue a degree program or degree program track.

3. Authorization to establish a new degree program track.

4. Authorization to establish a new sixth-year program (Certificate of Advanced Study).

5. Authorization to plan a new degree program. (Any modification of an existing degree program that would change that degree program or degree program track to the extent that its Discipline Specialty classification would no longer apply would constitute a new degree program. This would include any change in a degree program track included in a program of more general nature that would allow student specialization sufficient to warrant redesignation of that degree program track as a new instructional activity.)

6. Authorization to establish a new degree program previously authorized for planning.

C. PROCEDURES FOR PROGRAM DEVELOPMENT OR MODIFICATION

1. Requests for authorization to change the name or title of an existing degree program or degree program track will be made by letter from the Chancellor of a constituent institution to the President, explaining the reason for the request. The President will respond to these requests after seeking such advice as he may deem necessary. The President will report such

name or title changes as he deems significant to the Committee on Educational Planning, Policies, and Programs of the Board of Governors.

2. Requests for authorization to discontinue a degree program or degree program track will be made by letter from the Chancellor of a constituent institution to the President, explaining the reason for the request. The President will respond to these requests after seeking such advice as he may deem necessary. The President will request the concurrance of the Committee on Educational Planning, Policies, and Programs of the Board of Governors for any discontinuation and will thereafter notify the Chancellor of the action taken.

3. Requests for authorization to establish a new degree program track requiring no additional resources will be made by letter from the Chancellor of a constituent institution to the President, presenting (a) a description of the proposed instructional activity, (b) evidence of educational need including documentation of demand for graduates, (c) the relationship of the track to the program in which it would be included, (d) the probable effect on enrollment levels of the degree program in which it would be included, and (e) the expected racial impact of the instructional activity. The President will respond to these requests after seeking such advice as he may deem necessary. The President will report the approval of new degree program tracks to the Committee on Educational Planning, Policies, and Programs of the Board of Governors.

In instances where a new degree program track would require additional resources, the procedures for developing a new degree program will be followed, beginning with a request for authorization to plan such a program. (See Paragraph 5 below.)

4. Requests for authorization to establish a new sixth-year program (Certificate of Advanced Study) requiring no additional resources will be made by letter from the Chancellor of a constituent institution to the President presenting (a) a description of the proposed program, (b) evidence of educational need including documentation of demand for graduates, (c) the relationship of the proposed certificate program to existing degree and other certificate programs and the master's degree program on which it is based, (d) the probable effect on enrollment levels of these existing programs, and (e) the expected racial impact of the instructional activity. The President will respond to these requests after seeking advice from the Graduate Council and evaluating such other factors as he may deem appropriate.

In instances where a new certificate program would require additional resources, the procedures required for developing a new degree program will be followed, beginning with a request for authorization to plan such a program. (See Paragraph 5 below.)

5. Requests for authorization to plan new degree programs may be submitted to the President at any time consistent with the guidelines and instructions furnished to each Chancellor. The President shall recommend such of these requests as he deems appropriate to the Committee on Educational Planning, Policies, and Programs of the Board of Governors.

Authority to act on institutional requests for authorization to plan new degree programs is delegated to the Committee on Educational Planning, Policies, and Programs, acting on recommendation of the President. The Committee shall regularly report to the Board planning authorizations that have been given. Authorization to establish a new degree program shall continue to require action by the Board of Governors.

Authorization to plan a new degree program does not in any way constitute a commitment on the part of the Committee or the Board to approve the program at such time as planning is completed and the program approval request is submitted. Planning authorization signifies that the Committee finds merit in the general proposition and that the suggested program is consistent with the assigned mission of the institution. Such authorization constitutes an invitation to the institution to document and justify the proposed program.

Authorizations to plan new degree programs are valid for a two-year period effective from the date planning authorization is approved by the Committee on Educational Planning, Policies, and Programs of the Board of Governors.

Each Chancellor will submit to the President a report on the status of all current planning efforts authorized for his institution at the end of the first year of planning and again at the completion of the second year, unless a proposal is earlier submitted to the President requesting authorization to establish the program.

The format for requesting authorization to <u>plan</u> a new <u>degree program</u> is included in Appendix A.

6. Proposals for the <u>establishment</u> of new <u>degree programs</u> previously authorized for planning may be transmitted at any time by letter from the Chancellor to the President, following a prescribed format. Program proposals will be concerned chiefly with the capability of the proposing institution to establish and maintain the proposed program, since the questions of need and consistency with planning and institutional definition of function will have been addressed before planning authorization is given. The format for new degree program proposals is included in Appendix B.

The President will seek the advice of the University Graduate Council on proposed graduate degree programs and Certificate of Advanced Study

programs. The University Graduate Council will advise the President on the academic merits and integrity of each graduate program proposal. The President will also arrange for site visits, the assistance of consultants, or other procedures which may be appropriate in the evaluation of each proposed program. The program will then be submitted to the Committee on Educational Planning, Policies, and Programs.

The Committee on Education Planning, Policies, and Programs will make its recommendations for programs requiring no new resources to the Board of Governors. In the case of a program requiring new resources, the Committee on Educational Planning, Policies, and Programs, acting jointly with the Board's Committee on Budget and Finance, will make a recommendation to the Board. The President will communicate to the Chancellor the decision of the Board and in the event of favorable action, an approximate date for the initiation of the program.

Table 1 summarizes the review process required for requesting authorization to <u>plan</u> or to <u>establish</u> new <u>degree programs</u>, <u>degree program tracks</u> or <u>sixth-year programs (C.A.S.)</u>.

D. <u>SCHEDULE FOR REVIEW OF REQUESTS FOR AUTHORIZATION TO PLAN OR TO
    ESTABLISH NEW DEGREE PROGRAMS, DEGREE PROGRAM TRACKS AND SIXTH-YEAR
    (C.A.S.) PROGRAMS</u>

Requests for authorization to plan or to establish new degree programs and degree program tracks may be submitted to the President at any time.

Requests will be reviewed on a quarterly basis, with subsequent actions appropriate to decisions made by the President. For the two-year period July 1, 1978, through June 30, 1980, requests for authorization to plan new degree programs and proposals to establish new degree programs and degree program tracks will be processed according to the schedule on Table 2 below:

TABLE 1

SUMMARY

NEW PROGRAM DEVELOPMENT REVIEW PROCESS

LEVEL	AUTHORIZATION TO PLAN		AUTHORIZATION TO ESTABLISH	
	NEW PROGRAM	NEW TRACK	NEW PROGRAM	NEW TRACK
Baccalaureate	1. The President AND 2. The Committee on Educational Planning, Policies, and Programs of the Board of Governors	none required	1.The President, 2.The Committee on Educational Planning, Policies, and Programs, AND 3.The Board of Governors	• The President
Master's				
Intermediate			1.The President, 2.The University Graduate Council, 3.The Committee on Educational Planning, Policies, and Programs, AND 4.The Board of Governors	
Doctoral – 1st Professional				

Table 2

SCHEDULE FOR REVIEWING REQUESTS

FOR AUTHORIZATION TO PLAN/ESTABLISH NEW PROGRAMS

1978-80
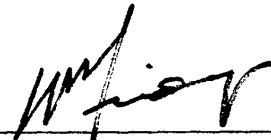
	GA Staff	Graduate Council	Planning Committee	Board of Governors
1978: July	X			
August	X			
September	X *			
October	X	X		
November	X		X	
December	X			X
1979: January	X	X		
February	X		X	
March	X			X
April	X	X		
May	X		X	
June	X			X
July	X			
August	X			
September	X			
October	X	X		
November	X		X	
December	X			X
1980: January	X	X		
February	X		X	
March	X			X
April	X	X		
May	X		X	
June	X			X

1980-82

*deferral to next quarterly review

This schedule allows for timely and rapid review of requests. However, departure from this schedule is permitted when circumstances require more time or flexibility than the schedule might allow.

These revised academic program development procedures supersede all previous procedures effective this date.

William Friday
President

August 1, 1978

APPENDIX A

REQUEST FOR AUTHORIZATION TO <u>PLAN</u> A NEW <u>DEGREE PROGRAM</u>

All requests for authorization to plan a new degree program must follow the attached format. Add such additional information as you may desire.

Review of the request cannot be completed until all information is submitted. <u>Six</u> copies are required for review.

If more than one request is filed, please indicate the priority of each request, 1 through n, at the upper right hand corner of the face sheet. If the request is in addition to other requests for authorization to plan new degree programs already under review, indicate the priority of this new request among the group of active requests from your university and any changes in the priorities of requests currently under review.

Each request should be signed by the Chancellor.

REQUEST FOR AUTHORIZATION TO <u>PLAN</u> A NEW DEGREE PROGRAM

THE UNIVERSITY OF NORTH CAROLINA

Date: _____

Constituent Institution: _____

HEGIS Discipline Specialty Title: _____

HEGIS Discipline Specialty Number: _____   Level: B___ M___ I___ First Prof.___ D____

Proposed date of establishment: _____   _____
                                   (month)   (year)

1. Briefly describe the proposed new degree program for which planning authorization is now being sought. Include a statement of educational objectives, the relationship of the proposed new program to your institutional mission, the relationship of the proposed new program to other existing programs at your institution, and special features or conditions that make your institution a desirable, unique, or appropriate place to initiate such a new degree program.

2. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program for which planning authorization is now being sought.

3. Indicate the current and projected demand for graduates of the proposed new degree program for which planning authorization is now being sought. Provide documentation and sources of the data used to arrive at current and projected demand figures.

4. Describe the procedures which will be used to plan the proposed new degree program. Please identify the persons responsible for planning, the planning schedule, and the expected date of submission of a program proposal if planning authorization is approved.

5. To what extent could the proposed new program be operated within already existing resources?

    a. funds
    b. facilities
    c. personnel - faculty and administrative

6. Please complete the attached Racial Impact Statement relating to the expected contribution of this proposed new program to the further elimination of racial duality in The University of North Carolina.

Chancellor: _____

INSTRUCTIONS

RACIAL IMPACT STATEMENT

A racial impact statement is required with each new request for authorization to plan or to establish a new degree program or track, regardless of level of education, type of program, or institution.

QUESTION #1 - Include such items as special program features which might attract minority-presence students and faculty, special minority-presence student recruitment plans, etc.

QUESTION #2 - Indicate numbers of students projected in the boxes provided, for example - ⌊ 25 ⌋ . For baccalaureate programs include total enrollment for all levels of training or education.

For traditionally white constituent institutions "minority" means non-white students. For traditionally black constituent institutions "minority" means non-black students.

QUESTION #3 - Include results of previous enrollment, recruitment, surveys or other activities which form the basis for the enrollment projections made in Question #2.

RACIAL IMPACT STATEMENT

_____ (date)

T stitution: _____

L gree Program/Track Title: _____

HEGIS Code #: _____   Level: B___ M___ I___   First Professional___   D___

Proposed date of initiation of new program/track: _____ _____
                                                        (month)   (year)

Please indicate the expected contribution of this proposed new program to the further
elimination of racial duality in The University of North Carolina as follows:

1. Describe how this proposed program/track would increase minority presence at your
   institution.

2. Project total student enrollment by numbers and race. Complete the chart below:

	YEAR 1 (19__-__)	YEAR 2 (19__-__)	YEAR 3 (19__-__)	YEAR 4 (19__-__)
Majority				
Minority				
TOTALS				

3. Indicate the basis for the projected student enrollment:

_____

_____

_____

_____

_____

7/78

APPENDIX B

INSTRUCTIONS

REQUEST FOR AUTHORIZATION TO <u>ESTABLISH</u> A NEW <u>DEGREE PROGRAM</u>

Please prepare proposals for new degree programs using the attached format. All sections of the format must be complete before program proposal review can be initiated. In addition to the program information, be sure to include the following:

- . Budget Information
- . Racial Impact Statement
- . Evaluation Plan
- . Such additional information as may be desired

Please submit <u>50</u> copies of the request and proposal to the General Administration under the signature of the Chancellor.

REQUEST FOR AUTHORIZATION TO <u>ESTABLISH</u> A NEW DEGREE PROGRAM

THE UNIVERSITY OF NORTH CAROLINA

Date: _____

Constituent Institution: _____

HEGIS Discipline Specialty Title: _____

HEGIS Discipline Specialty Number: _____ Level: B___ M___ I___ FIRST PROF.___ D___

Program tracks:

_____

_____

_____

_____

Catalog description of proposed degree program and included program tracks:

Date proposed degree program was authorized for planning: _____

Proposed date of initiation of proposed program: _____

Chancellor: _____

I. DESCRIPTION OF THE PROGRAM

    A. Indicate the title of the proposed program.

    B. Indicate the level of instructional activities (undergraduate - graduate).

    C. List the educational objectives of the program (as they relate to the purpose for which graduates are to be prepared).

    D. Indicate relation of the program to other programs currently offered at the proposing institution, including the common use of (1) courses, (2) faculty, (3) facilities, and (4) other resources.

    E. Identify similar programs offered elsewhere in North Carolina. Indicate location and distance from the proposing institution. Include both publicly-supported and private institutions of higher education.

    F. List names of institutions with similar offerings regarded as high quality programs by the developers of the proposed program.

    G. List other institutions visited or consulted in developing this proposal. Also list any consultant reports, committee findings, and simulations (cost, enrollment shift, induced course load matrix, etc.) generated in planning the proposed program.

    H. Indicate how the proposed new degree program differs from other programs like it in The University. If it is a program duplication, why is it necessary or justified? If it is a first professional or doctoral degree program, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation.

II. JUSTIFICATION OF THE PROGRAM

    A. Narrative statement: Describe the proposed program as it relates to:

        1. the institutional mission,

        2. overall state plans (higher education and service programs),

        3. student demand (for graduate, first professional and baccalaureate professional programs, cite manpower needs in North Carolina and elsewhere),

        4. the strengthening of the existing undergraduate and graduate academic programs of your institution.

    B. Enrollment:

        1. Project enrollment, by race, for four years, giving the basis for the projections. Include majors and minors (if any) in separate columns.

        2. Describe the likely sources of students who will enroll in the program and project net enrollment gain.

        3. Describe special recruiting activities planned to enroll minority students.

III. PROGRAM REQUIREMENTS AND CURRICULUM

    A. Admission: List the following:

        1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).

        2. Documents to be submitted for admission (listing or sample).

B. Degree requirements: List the following:

   1. Total hours required. Major. Minor.

   2. Proportion of courses open only to graduate students to be required in program (graduate programs only).

   3. Grades required.

   4. Amount of credit accepted for transfer.

   5. Other requirements: residence, comprehensive exams, thesis, dissertation, clinical and field experience, etc.

   6. Language and/or research tool requirements.

   7. Time limits for completion (graduate programs only).

C. List existing courses by title and number and indicate (*) those that are required. Include an explanation of numbering system and describe new courses proposed.

IV. FACULTY

A. List the number of persons now on the faculty who will be directly involved in the proposed program. (Include resumes in attachment.) Provide complete information on each faculty member's education, publications, teaching experience, research experience, and experience in the direction of student research, with the number of theses and dissertations directed, in addition to biographical information.

B. Project the need for new faculty for proposed program for next four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done.

C. If acquisition of new faculty requires additional funds, please explain where and how these funds will be obtained.

D. Please explain how the program will affect faculty activity, including course load, public service activity and scholarly research.

V. LIBRARY

A. Provide a statement as to the adequacy of present library holdings for the proposed program.

B. State how the library should be improved to meet program requirements for the next five years. Explanation should cover needs for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?

C. Discuss any contemplated use of other institutional libraries.

VI. FACILITIES AND EQUIPMENT

A. Describe facilities available for the proposed program.

B. Describe the effect of this new use on existing programs.

C. Indicate any computer services needed and/or available.

D. Anticipated sources for needed new facilities and equipment.

VII. ADMINISTRATION

Describe how the proposed program will be administered giving responsibilities of department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing "location" of proposed new program.

VIII. ACCREDITATION

Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed.

IX. SUPPORTING FIELDS

Are other subject-matter fields at the proposing institution necessary or valuable in support of the proposed program? Needed improvement or expansion of these fields and the extent of such improvement or expansion for the purpose of the proposed program.

X. RACIAL IMPACT

Please complete the attached Racial Impact Statement.

XI. ADDITIONAL INFORMATION

Include additional information deemed pertinent to the review of this proposed new degree program.

XII. BUDGET

Provide estimates (using the attached form) of the additional costs required to implement the program and identify the proposed sources of the additional funds required. Prepare a budget schedule for each of the first three years of the program indicating the account number and name for all additional amounts required. Identify EPA and SPA positions immediately below the account listing. New SPA positions should be listed at the first step in the salary range using the SPA classification rates currently in effect. Identify any large or specialized equipment and any unusual supplies requirements.

For purposes of the second and third year estimates, project faculty and SPA position rates and fringe benefits rates at first year levels. Include the continuation of previous year(s) costs in second and third year estimates.

Institution_____   Date_____

rogram (HEGIS Number, Name, Level)_____   Degree(s) to be
_____   granted_____

                    Program Year _____

	Additional Funds Required - By Source				
	Reallocation of Present Institutional Resources	Enrollment Increase Funds	Federal or Other (Identify)	New Allocations	Total
101 Regular Term Instruction					
1210 SPA Regular Salaries (Identify positions)	$_____ (_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)
1310 EPA Academic Salaries (Identify positions)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)
1810 Social Security	_____	_____	_____	_____	_____
1820 State Retirement	_____	_____	_____	_____	_____
1830 Medical Insurance	_____	_____	_____	_____	_____
2000 Supplies and Materials	_____	_____	_____	_____	_____
3000 Current Services (Identify)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)
5000 Capital Outlay (Equipment) (Identify)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)	(_____) (_____) (_____)
Total - Regular Term Instruction	$_____	_____	_____	_____	_____
151 Libraries (Identify accounts)	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
Total - Libraries	$_____	_____	_____	_____	_____
Total Additional Costs	$_____	_____	_____	_____	_____

Note: Accounts may be added or deleted as required.

I. <u>EVALUATION PLAN</u>

All new degree program proposals and degree program track descriptions must include an evaluation plan which includes (a) the criteria to be used to evaluate the quality and effectiveness of the program, (b) measures to be used to evaluate the program, and (c) expected levels of productivity of the proposed program/track for the first four years of the program (numbers of graduates).

Each new degree program approved may be reviewed within <u>five years</u> of its initiation.

The following program evaluation format should be used to develop the evaluation section of new program proposals.

<div align="center"><u>PROGRAM EVALUATION FORMAT</u></div>

A. Criteria to be used to evaluate the proposed program:

1.

2.

3.

4.

5.

B. Measures to be used to evaluate the program:

1.

2.

3.

4.

5.

C. Projected productivity levels (number of graduates):

Level	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTALS
B					___
M					___
I					___
D					___

XIV. SUMMARY

REQUEST FOR AUTHORIZATION TO ESTABLISH A NEW DEGREE PROGRAM

UNDERGRADUATE PROGRAM

Institution: _____

HEGIS #: _____   HEGIS Program Title: _____

Program Tracks and Degrees to be Awarded for Each:

Track Title   *Degree*

_____   _____

_____   _____

_____   _____

_____   _____

General Program Description:

Summary of Degree Requirements:

Projected Enrollment:

	Year 1	*Year 2*	*Year 3*	*Year 4*
Juniors	_____	_____	_____	_____
Seniors	_____	_____	_____	_____

Resource Utilization:
   Existing Resources

      Faculty –

      Facilities –

      Library –

      Equipment –
Additional Resources

      Faculty –

      Facilities –

      Library –

      Equipment –

(over)

Racial Impact Statement (attached)

Institutions Currently Offering or Projecting Similar Program:

Projected Demand for Graduates:

Additional Information:

XIV. SUMMARY

REQUEST FOR AUTHORIZATION TO ESTABLISH A NEW DEGREE PROGRAM

GRADUATE PROGRAM

Institution: _____

HEGIS #: _____   HEGIS Program Title: _____

Program Tracks and Degrees to be Awarded for Each:

Track Title	*Degree*
_____	_____
_____	_____
_____	_____
_____	_____

General Program Description:

Summary of Degree Requirements:

   Coursework –

   Research Skills –

   Practicum –

   Thesis/Dissertation –

   Examinations –

Projected Enrollment:

	Year 1	*Year 2*	*Year 3*	*Year 4*
Master's	_____	_____	_____	_____
C.A.S.	_____	_____	_____	_____
Doctoral	_____	_____	_____	_____

(over)

Resource Utilization:

Existing Resources

Faculty -

Facilities -

Library -

Equipment -

Additional Resources

Faculty -

Facilities -

Library -

Equipment -

Racial Impact Statement: (attached)

Institutions Currently Offering or Projecting Similar Program:

Projected Demand for Graduates:

Additional Information:

INSTRUCTIONS

RACIAL IMPACT STATEMENT

A racial impact statement is required with each new request for authorization to plan or to establish a new degree program or track, regardless of level of education, type of program, or institution.

QUESTION #1 - Include such items as special program features which might attract minority-presence students and faculty, special minority-presence student recruitment plans, etc.

QUESTION #2 - Indicate numbers of students projected in the boxes provided, for example - ⎵25⎵. For baccalaureate programs include total enrollment for all levels of training or education.

For traditionally white constituent institutions "minority" means non-white students. For traditionally black constituent institutions "minority" means non-black students.

QUESTION #3 - Include results of previous enrollment, recruitment, surveys or other activities which form the basis for the enrollment projections made in Question #2.

RACIAL IMPACT STATEMENT

_____
(date)

~ ʰitution: _____

Lᵤ ᵧʳee Program/Track Title: _____

HEGIS Code #: _____   Level: B___   M___   I___   First Professional___   D___

Proposed date of initiation of new program/track: _____   _____
                                                        (month)   (year)

Please indicate the expected contribution of this proposed new program to the further
elimination of racial duality in The University of North Carolina as follows:

1. Describe how this proposed program/track would increase minority presence at your
    institution.

Project total student enrollment by numbers and race. Complete the chart below:

	YEAR 1 (19___-___)	**YEAR 2** (19___-___)	**YEAR 3** (19___-___)	**YEAR 4** (19___-___)
Majority				
Minority				
TOTALS				

3. Indicate the basis for the projected student enrollment:

_____

_____

_____

_____

_____

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