

**Academic Proposal Form for all NEW minors**

**INSTRUCTIONS:** Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action.

**SECTION I.****EXECUTIVE SUMMARY****INSTITUTION:****DEPARTMENT:****SUMMARY PROPOSAL:****PROPOSED DATE OF IMPLEMENTATION:****PURPOSE:** (Goals and Objectives in keeping with Institutional Mission)**NEED:** (Provide a brief justification for why this minor is needed at the University of Memphis)**IMPACT:**

**LIST ALL NEWLY APPROVED AND ESTABLISHED PROGRAMS WITH THE SAME CIP CLASSIFICATION (<http://thec.ppr.tn.gov/apisearch/>) AT THE SAME DEGREE LEVEL OFFERED AT ANY PUBLIC INSTITUTION IN TENNESSEE:**

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**SECTION II: PROGRAM STRUCTURE**

A. Courses and credits:

1. Required Courses:

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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2. Other Electives:

<u>Rubric/Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
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3. TOTAL credits required for the minor:

(If applicable, describe requirements for thesis, dissertation, clinical experience, internship, or other capstone experience.)

B. Admission, Retention, and Graduation Requirements (Provide complete statement only if requirements are different from standard institutional requirements as stated in the *Catalog*.)

C. Description of New Courses: Provide rubric, number, title, credit hours and catalog description of each new course needed for full implementation of the proposed program.

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D. Provide a rationale for the planned delivery methods for the proposed program. Include options, such as block scheduling, dual enrollment, dual admissions, cohort programs, etc.

E. If the program is to be delivered 100% online, how will the on-ground delivery of the program be impacted?

F. Describe any unique features not previously addressed, e.g., interdepartmental cooperation, industry partners, articulation, etc.

G. Include an organizational chart and/or statement to describe the positioning of the proposed program or unit within the institution's structure and within the department's structure (e.g. this minor is housed in the interdisciplinary studies unit....)

**SECTION III: STUDENT ENROLLMENT PROJECTIONS**

A. Estimate the unduplicated headcount and full-time equated enrollment and the number of graduates for a complete program cycle.

<b>Year</b>	<b>Full-Time Headcount</b>	<b>Part-time Headcount</b>	<b>Total Year Headcount</b>	<b>FTE</b>	<b>Graduates</b>
1					
2					
3					
4					
5					

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- B. Explain the basic assumptions used in estimating the size of the proposed program. Assumptions should be related to the evidence of need and to other supportive data.

### **SECTION IV: PROGRAM JUSTIFICATION, PERFORMANCE, EVALUATION, AND OUTCOMES**

The following requirements may not be applicable to all proposals. Carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included whenever possible. If the item is not applicable, add a statement explaining why it is not applicable.

- A. **Evaluation Plans:** List the assessment standards that are most appropriate for measuring the effectiveness and success of the proposed program as related to the stated goals, objectives and outcomes.

- B. **Evidence of Demand and Need** (Refer to THEC Policy A1.0 and A1.1)

1. Reasons for developing the program:

2. Unique aspects of this program as distinguished from other programs or courses presently offered:

3. Expectations for placement of graduates:

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C. **Resources Requested and Required:** (If additional resources are requested provide a detailed budget. *If no additional resources are required explain why this new concentration will not impact current instructional costs*)

D. **Course Sequence:** (Please provide a typical course sequence that shows how a student would complete the minor within two years).

**SECTION V: JUSTIFICATION FOR DUPLICATIVE PROGRAM AND/OR COURSE (IF THE PROGRAM IS NOT DUPLICATIVE, PROCEED TO THE NEXT SECTION.)**

A. Based on CIP codes and site codes, where do similar programs or courses exist?  
List all applicable TBR and UT institutions.

B. Please provide justification for program and/or course development if **similar programs and/or courses** have been (or are being) developed or converted to online delivery by other TBR or UT institutions or academic units.