

Attachment 2A

REQUEST FOR A NEW UNIT OF INSTRUCTION

1. **Name of Institution:** _____
2. **Title of Proposed Program:** _____
3. **Level of Proposed Unit**
 - Undergraduate Certificate (1-2 years)
 - Undergraduate Certificate (2-4 years)
 - Associate
 - Baccalaureate Post-baccalaureate Certificate
 - Master's Post-master's Certificate
 - First Professional First Professional Certificate
 - Doctorate Department
4. **CIP Code (6-digits)** _____
5. **Proposed Date for Enrollment of First Class:** _____
6. **Location Offered¹:** **On-Campus** _____
Off-Campus²: Region Number (s) _____ or Statewide _____

Purpose: Objectives, Mission, and Priorities**7. Student Learning Objectives**

What are students expected to know and be able to do at program completion? For example, to what extent are students expected to:

- Achieve high academic standards (writing, problem-solving, statistical analysis and/or use of technology) in a way appropriate to the major field.
- Understand the principles, modes of inquiry, and content of the discipline.
- Apply knowledge and demonstrate interpersonal skills appropriate to future career roles, including practicum or work experience in a field of study.
- Demonstrate attitudes and behaviors, such as ethical awareness, cultural sensitivity, and appreciation for diversity.

¹ Institutions may request approval to offer a program simultaneously on and off-campus, including statewide. However, program objectives and outcomes should be developed that address all of the locations and modes of delivery for which the institution is seeking approval (excluding programs offered strictly over the internet). Under the new definition for "location," "on-campus" approval extends to the total region in which the main campus is located. Approval of off-campus programs is extended to all community college districts within the region requested. Programs currently approved off-campus will automatically be approved throughout the region of the original approval. New off-campus programs to be offered outside of the institutions' region will require approval.

² A Notice of Intent is required for each new off-campus program proposal and may be emailed to the Board of Higher Education prior to submission of the full proposal. Notices of Intent will be published on the Board of Higher Education web site (www.ibhe.state.il.us) monthly on the first Tuesday. The deadline for receiving notices is the preceding Friday. The Notice of Intent should be a one-page description of the degree program to be offered at the off-campus location. A sample Notice of Intent is attached. The notice should be in MS Word format and should include an email address of the contact person.

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8. Program Contributions

What is the purpose (objectives of the proposed program?

What specific objectives and measurable contributions will the program make to the university's goals, objectives, and priorities, such as:

- Serving a distinct population of students
- Meeting regional needs
- Increasing the number of graduates in a high demand or emerging field of study
- Achieving specialized accreditation
- Supporting other programs at the institution
- Matching the program and curriculum to occupational demand
- Meeting the needs of business, employers, or society

What specific and measurable contribution will the program make to statewide goals and priorities?

Outcomes³

9. Student Learning Measure

What specific assessment tools or indicators will be used to measure student success in achieving objectives of the proposed program? These should be specific measures of student achievement, both qualitative and quantitative, such as:

- Evaluation of capstone experiences, such as senior projects, recitals, exhibits, or portfolios
- Standardized or other comprehensive examinations
- Certification examinations
- Pre- and post-testing (value-added assessment)

How will the program use learning measures to improve student learning?

10. Program Outcomes

What targets have been set to assess the success of the program in achieving its objectives? These performance measures might include:

- Percent pass rate of graduates on certification examinations
- Graduate enrollment in graduate and/or professional programs or other subsequent education
- Percent of graduates employed in the field
- Career advancement achieved by program graduates
- Graduate and employer satisfaction with the program
- Retention and graduation rates and time-to-degree completion
- Percent of students involved in faculty research or other projects
- Percent of graduate students presenting or publishing papers

How will the department use these indicators to improve program outcomes?

³ By the third year of operation, the institution must provide a progress report on the preliminary achievement of objectives and outcomes in the institution's annual results report.

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Curriculum

11. Provide a complete catalog description, including program admission and graduation requirements, for the proposed program.

Instructional Practices

12. Describe the strategies to be incorporated in the proposed program that promote student learning, such as:
 - Ensuring that students understand the purposes of the program
 - Measuring student learning and academic performance as students move through the program
 - Communicating evaluation results to students promptly and providing effective feedback on performance
 - Familiarizing students with the norms and practices of the discipline or profession
 - Promoting faculty/student and student/student contact
 - Fostering active learning
 - Promoting faculty development of teaching

Resources

13. Complete Table IV-1 to show student demand for the program. Table IV-2 should be completed (even if no new state funding is requested in the budget year) and should reflect all sources of funds, both state and non-state and reallocations. A narrative budget statement should be provided to explain Table IV-2 with the following:
 - Projected increments in total resource requirements (line 1) should be explained in terms of projected staff requirements, equipment and instructional materials, library requirements, and contractual services for internships, practica, or clinical placements.
 - New state resources required (line 6) in the budget year should be explained in terms of assumptions and factors used to construct line items seven through eleven. If resource requirements in the budget year include non-recurring costs (e.g., one-time equipment purchases) describe how these resources will be reallocated in subsequent years.

Quality Assurance Processes⁴

14. Please briefly describe the department, college, and/or university processes that will demonstrate the quality of the program and include the following elements.
 - Alignment with regional and statewide needs
 - Teaching effectiveness and course evaluation
 - Curriculum development and sequencing of courses
 - Monitoring of student progress
 - Faculty qualifications and reward structure
 - Occupational and student demand for the program
 - Faculty development that encourages quality teaching
 - Adequacy of support staff, equipment, and other resources
 - Program review process
 - Use of assessment results, program reviews, and accreditation to improve the program

⁴ Quality assurance processes are those ongoing reviews that maintain program and instructional standards. This section will be further refined as the academic audit process is developed.