



Letter of Notification (LON) and New Academic Program Proposal (NAPP) Checklist

Policy A1.0 New Academic Programs: Approval Process

The submission of all LONs and NAPPs must be in a paginated document with a table of contents and submitted as a PDF file, specific items should appear with each submission requiring approval processes both at the institution and THEC as outlined in *THEC Policy A1.0 New Academic Programs: Approval Process*. The NAPP is to be submitted in entirety to THEC at the time the campus seeks to request an external review and should complement the LON.

Letter of Notification Checklist

The following items must be included in the LON submission:

- **Program name, degree designation and CIP code**
- **Proposed implementation date**
- **Academic Program Liaison (APL) name and contact information** - *The APL will serve as the information resource on academic approval actions and notification for the institution*
- **Purpose and Nature of Program**
- **Alignment with state master plan and institutional mission** - *Explain how the proposed academic program is consistent with the state's economic development, workforce development and research needs (as applicable) as well as the mission and strategic direction statement of the institution.*
- **Feasibility Study** – *Provide supporting documentation addressing:*
 - Student interest for the proposed academic program.
 - Local and regional need/demand for the proposed academic program.
 - Employer need/demand as demonstrated in a market analysis or similar evidence of the employer need and an assessment of the employment opportunities of the program (i.e., number of anticipated job openings) in appropriate service area(s) demonstrated through an employer needs assessment, current labor market analysis, future workforce projections during the first three years (associate and certificate programs), 5 years (undergraduate and master's programs) or 7 years (doctoral programs).
 - Future sustainable need/demand as evidenced in letters from employers of increased need, preference for proposed degree, willingness to pay increased salaries for proposed degree, and that the demand for graduates is sustainable, i.e. exceeds beyond the three years of the program, if approved.
- **Program Costs/Revenues** – *Provide supporting documentation that program costs will be met from internal reallocation, tuition and fees or from other sources such as grants and gifts.*
- **Existing programs offered at public and private Tennessee institutions** – *List all programs within the same CIP code definition at the same level (bachelor's, Master's, doctoral) currently offer in public and private higher education in Tennessee.*

New Academic Program Proposal (NAPP) Checklist

The following items must be included in the NAPP submission:

- **ALL ITEMS INCLUDED IN LETTER OF NOTIFICATION**

- **CURRICULUM** - An adequately structured curriculum which meets the stated objectives of the academic program, and reflects breadth, depth, theory and practice appropriate to the discipline and the level of the degree. The curriculum should be compatible with disciplinary accreditation, where applicable, and meet the criteria for the general education core as well as articulation and transfer (where applicable for undergraduate programs based on *Policy XX. Articulation and Transfer*).
 - **Program Requirements** – *Include the minimum number of SCH overall, required curriculum (course prefix and number, title, SCH) and any special requirements including theses, internships.*
 - **Current Courses and Existing Programs**- *List current courses and existing institutional programs which will give strength to the proposed program.*
 - **New Courses Needed**- *List any new courses which must be added to initiate the program; include a catalog description for each of these courses.*
 - **Distance Learning** – *Indicate whether this program will be offered via distance learning and which courses are available via distance learning.*
 - **Course Syllabi**

- **ACADEMIC STANDARDS** – The admission, retention and graduation standards should be clearly stated, be compatible with institutional or governing board policy, and encourage high quality.

- **DIVERSITY** – Provide information regarding how the proposed program will serve a diverse population of students (e.g., adult learners, students working and unable to relocate, students with preference for various delivery modes) or an underserved, historically underrepresented population of students or international students.

- **PROGRAM ENROLLMENT AND GRADUATES** – Provide the projected number of declared majors and graduates expected over the first three years (associate and certificate), 5 years (baccalaureate and master's programs) or 7 years (doctoral programs).

- **ADMINISTRATIVE STRUCTURE** – Provide the administrative unit and program director that will be responsible to ensure success of the proposed program.

- **FACULTY RESOURCES** - Current and/or anticipated faculty resources should ensure a program of high quality. The number and qualification of faculty should meet existing institutional standards and should be consistent with external standards, where appropriate. The adequacy of the number of faculty should be paramount in the planning process as institutions build increasing numbers of interdisciplinary and cross-disciplinary academic programs. The student/faculty ratio for the proposed program should be included in the documentation.
 - **Current Faculty** – *List the name, rank, highest degree, primary department and estimate of the level of involvement of all current faculty members who will participate in the program. If the proposed program is at the graduate level, designate current graduate faculty status in relation*

to eligibility to chair thesis and/or dissertation. Attach a three page vita for each faculty member listed including relevant related activities for the past five years.

- **Anticipated Faculty** - Describe the additional faculty needed during the next five years for the initiation of the program and list the anticipated schedule for addition of these faculty members.

- **LIBRARY AND INFORMATION TECHNOLOGY RESOURCES** – Provide documentation to demonstrate adequate current and/or anticipated library and information technology resources to support a high quality program which meets recognized standards for study at a particular level or in a particular field.
 - **Library and Information Technology Acquisitions Needed** - Describe additional library and information technology acquisitions needed during the first three years (associate and certificate), 5 years (undergraduate and master's programs) or 7 years (doctoral programs) for the successful initiation of the program.

- **SUPPORT RESOURCES** - Provide documentation to demonstrate adequate other existing and/or anticipated support resources including clear statements of support staff, student advising resources, arrangement for clinical or other affiliations, and professional development for faculty necessary for a successful program.
 - **Evidence of willingness to partner** - Include government, education, health and business entities.
 - **Other Support Currently Available** - Include support staff, university and non-university assistance.
 - **Other Support Needed** -- List additional staff and other assistance needed during the first three years (associate and certificate), 5 years (baccalaureate and master's programs) or 7 years (doctoral programs).

- **FACILITIES AND EQUIPMENT**- Provide documentation to demonstrate adequate existing and/or anticipated facilities and equipment. New/or renovated facilities required to implement the program should be clearly outlined by amount and type of space, costs identified and source of funds to cover costs.
 - **Existing Facilities and Equipment** - Assess the adequacy of the existing physical facilities and equipment available to the proposed program. Include special classrooms, laboratories, physical equipment, computer facilities, etc.
 - **Additional Facilities and Equipment Required or Anticipated** - Describe physical facilities and equipment that will be required/anticipated during the first three years (associate or certificate programs), 5 years (undergraduate and master's programs) or 7 years (doctoral programs).

- **MARKETING AND RECRUITMENT PLAN** - A plan, including marketing and recruitment, to ensure all prospective students will have equitable access to the program so as not to impede the state's commitment to diversity and access in higher education (Post Geier). Note: Programs may not be advertised nor students admitted prior to Commission approval.

- **ASSESSMENT/EVALUATION** - Although the primary responsibility for program quality rests with the institution and its institutional governing board or its system, THEC considers pertinent information to verify that high standards have been established for the operation and evaluation of the programs. Evidence must be proposed to demonstrate that careful evaluation is undertaken periodically throughout the lifetime of the program indicating:
 - the schedule for program assessments or evaluations, (including program evaluations associated with Quality Assurance, institutional program review, student evaluations, faculty review, accreditation, and employer evaluation),
 - those responsible for conducting program assessments or evaluations, and accreditation, and
 - a plan for how results will inform the program post-approval.

- **ACCREDITATION** - Where appropriate, professional disciplinary accreditation organizations should be identified. The proposed accreditation timeline must be submitted. Any substantive change that may requires a SACS-COC review should be indicated.

- **FUNDING** –A budget projection using the THEC Financial Projection form that documents the institution’s capacity to deliver the proposed program within existing and projected resources must be submitted including an explanation of the current departmental budget in which the proposed program will be housed and estimated additional costs for the first three years (associate degrees), 5 years (undergraduate and master’s degrees) or 7 years (doctoral degrees) for the proposed program. Please note that these costs for each year are incremental costs not cumulative costs. Include all accreditation costs and proposed external consultations as related to accreditation. Identify any grants or gifts which have been awarded or anticipated.