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| --- | --- |
| Institutional Tracking No.  |  |

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# **Short Proposal Form**

Academic Programs

|  |  |
| --- | --- |
| Date of Proposal Submission: |  |
| Institution Submitting Proposal: |  |
| Name of College, School, or Division: |  |
| Name of Department(s) or Area(s):  |  |
| Official Name of Program or Instructional/Administrative Unit: |  |
| CIP code or Modification of CIP Code (consult IR /Registrar): |  |
| Method of Delivery: Indicate percentage of face-to-face, hybrid, distance delivery, etc. |  |
| Implementation Date: |  |
| Geographical Delivery:  | Location(s) |  | Region(s) |  |
| Indicate (X) if the program is/has:(Consistent with Board Policy V.R.) |  | Self-Support fee |  | Professional Fee |  | Online Program Fee |

|  |  |
| --- | --- |
| **Indicate those that apply to this request:** | **Proposed Action** |
|  | Undergraduate Certificate (30 credits or more) |  | Addition of a certificate or degree to an existing program |
|  | Graduate Certificate (30 credits or more) |  | Addition of a certificate to an existing program |
|  | Specialized Certificate (Below $250k/FY) |  | Modification of existing academic programs |
|  |  |  |  | Splitting an existing program into two or more programs |
|  |  |  |  | Consolidating two or more programs into one stand-alone program |
|  |  |  |  | Converting one program option into a stand-alone program |
|  |  |  |  | Converting or transitioning a degree level type (i.e. BA to BS) |
|  |  |  |  | Converting or transitioning a certificate type (i.e. TC to BTC) |
|  |  |  |  | Establishing a dual degree from existing programs |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  | **Other** |
|  |  |  |  | New programs consisting of multiple certificates with similar coursework |
|  |  |  |  | Program name changes related to Statewide Program Responsibilities (requires Board approval) |
|  |  |  |  | Deviation from certificate or degree program credit definitions (Board Policy III.E.) |
|  |  |  |  | Modification to existing academic instructional or administrative units |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College Dean (Institution) | Date |  | Academic Affairs Program Manager, OSBE | Date |
|  |  |  |  |  |
| FVP/Chief Fiscal Officer (Institution) | Date |  | Chief Financial Officer, OSBE | Date |
|  |  |  |  |  |
| Provost/VP for Instruction (Institution) | Date |  | OSBE Executive Director or Designee Approval | Date |

**This proposal form must be completed for certificates and program changes as provided in Board Policy III.G.3.b. *Actions Requiring a Short Proposal*.**

1. Provide an overview of the changes that includes need and rationale for the proposed modification or change. Identify any existing program that this program will replace.
2. Discuss impact of proposed modification on student enrollment. Using the chart below, provide projected new enrollments for the proposed certificate or modified program:

|  |
| --- |
| **Estimated New Enrollment** |
| **Year** | **Fall** | **Spring** | **Summer** |
|  | Headcount | Headcount | Headcount |
| 20xx-xx |  |  |  |
| 20xx-xx |  |  |  |
| 20xx-xx |  |  |  |
| 20xx-xx |  |  |  |
| 20xx-xx |  |  |  |

1. **Educator Endorsement/Certification Programs**. All new initial educator preparation programs that lead to an Idaho educator endorsement/certification require review and recommendation facilitated by the Office of the State Board of Education and approval from the Idaho State Board of Education.

Will this program include a new initial educator preparation program leading to an Idaho educator endorsement/certification?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, on what date was the new program application endorsement/certification submitted to the Office of the State Board of Education (Educator Effectiveness Program Manager)

|  |  |
| --- | --- |
| Date |  |

*All new program applications for endorsement/certification are submitted via CANVAS by the educator preparation provider dean, assistant dean, or director.*

1. Three-Year Plan. If this is a new proposed certificate (30 credits or more) or degree, is it on your institution’s Board approved 3-year plan?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

If yes, proceed to question 5. If no, please address A and B below:

1. Which of the following statements address the reason for adding this program outside of the regular three-year planning process.

Indicate (X) by each applicable statement:

|  |  |
| --- | --- |
|  | Program is important for meeting your institution’s regional or statewide program responsibilities.  |
|  | The program is in response to a specific industry need or workforce opportunity.  |
|  | The program is reliant on external funding (grants, donations) with a deadline for acceptance of funding.  |
|  | There is a contractual obligation or partnership opportunity related to this program. |
|  | The program is in response to accreditation requirements or recommendations. |
|  | The program is in response to recent changes to teacher certification/endorsement requirements. |
|  | We failed to include it when we had the opportunity. |
|  | Other: |

1. Provide an explanation for all statements you selected.
2. Curriculum for the proposed program changes and its delivery.
3. Summary of requirements. Provide a summary of program requirements using the following table.

|  |  |
| --- | --- |
| Credit hours in required courses offered by the department (s) offering the program. |  |
| Credit hours in required courses offered by other departments |  |
| Credit hours in institutional general education curriculum |  |
| Credit hours in free electives |  |
| **Total credit hours required for degree program** |  |

1. Curriculum. Provide the curriculum for the program, including a listing of course titles and credits in each.
2. Resources Required for Implementation – Financial Impact and Budget.
	1. Discuss organizational arrangements required within the institution to accommodate the proposed action, including administrative, staff, and faculty hires, facilities, student services, library, etc. Include a statement regarding total cost to students. If there is no financial impact as defined in Board Policy III.G.1.f[[1]](#footnote-1), include a statement to indicate there is no financial impact. Completion of the budget form is required if there is a financial impact.
1. Financial Impact shall mean the total financial expenditures, regardless of funding source, needed to support personnel costs, operating expenditures, capital outlay, capital facilities construction or major renovation, and indirect costs that are incurred as a direct result of establishing, modifying, or discontinuing a new instructional program, instructional unit, or administrative unit. *Revised per Board Policy III.G, June 2024.* [↑](#footnote-ref-1)