New Program (Academic Award) Endorsement Form

Program Name (Academic Award): ______________________________________________________

CIP Code: _______________________________________________________________________

Type of Academic Award:  ☐ AA  ☐ AAS  ☐ AFA  ☐ AS  ☐ Diploma  ☐ Certificate  ☐ Transfer Pathway

Current Location:  ☐ Faribault  ☐ North Mankato  Proposed Location:  ☐ Faribault  ☐ North Mankato

Contact Person: _______________________________________________________________

Proposed Credits: _____________________

Date of Proposal: ____________________________  Proposed Implementation Date: _____________________

What program is being proposed? _______________________________________________________

What impact will this new program have? _________________________________________________

Describe the rationale for this new program: _______________________________________________

Attach additional material if necessary

As Program Developer, by signing this New Program form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation
☐ Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
☐ Explored existing program offerings to identify potential duplication
☐ Gathered Labor Market data
☐ Completed Online Intention Form to place project on the CC agenda

MinnState Notice of Intent (NOI) — Program Navigator
☐ Program Plan brought to Curriculum Committee for information purposes
☐ Articulation agreement included for AA, AS, AFA programs
☐ Vice President of Student and Academic Affairs approval
☐ President approval
☐ MinnState Program Navigator upload — New Notice of Intent (NOI) informing other MinnState colleges/ universities of the program
☐ MinnState initiates the intention stage for feedback; 60 days to complete official paperwork after MinnState approval

Continue the Curriculum Development Process
☐ Completed the WIDS Program Project, which includes outlining scope and sequence of program

Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Configuration and Design can be completed
☐ Identified prerequisites (if any) for admission to the program
☐ Created program description in WIDS
☐ Created measurable program student learning outcomes in WIDS
☐ Completed Program Course List and Program Configuration (Scope and Sequence) in WIDS
☐ Generated Program Design document from Program Outcome Summary in WIDS
☐ Proofread documentation for correct content, and grammatical and typographical errors
☐ For technical programs, the new program was discussed at Advisory Committee meeting (upload meeting minutes)
☐ Uploaded additional documentation to WIDS (comparison template, etc.)

Program Developer Signature  Date

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As Primary Department Chair, by signing this *New Program* form, the Curriculum Committee is assured of the following (check marks required):

- [ ] Documentation through email and department meetings made available for other faculty and programs to provide feedback
- [ ] Proofread documentation for correct content and proper structure
- [ ] Proofread documentation for grammatical and typographical errors
- [ ] For LAS programs, signature of all LAS Department Chairs included

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

________________________________________________________

Primary Department Chair Signature  Date

*For all new programs, if Primary Department Chair does not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.*

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For AA, AFA and AS Degrees Only — As a LAS Department Chair, by signing this *New Program* form, the Curriculum Committee is assured of the following (check marks required):

- [ ] Documentation through email and department meetings made available for other faculty and programs to provide feedback

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

________________________________________________________

LAS Department Chair Signature  Date

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

________________________________________________________

LAS Department Chair Signature  Date

☐ I support this program plan  ☐ I do not support this program plan — please provide reason(s):

________________________________________________________

LAS Department Chair Signature  Date

*If all four LAS Department Chairs do not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.*
As Academic Dean/Director, by signing this New Program form, the Curriculum Committee is assured of the following (check marks required):

☐ Identified potential opportunities and impacts of the change on other programs/departments (request DARS search from Registrar’s Office)

☐ Provided supporting documentation to populate Program Navigator

☐ I support this program plan
☐ I do not support this program plan — please provide reason(s):

_______________________________________________________________________________________
_______________________________________________________________________________________

Academic Dean/Director Signature Date

If Academic Dean/Director does not support the new program proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee. Place signed original form in the Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures

_______________________________________________________________________________________
Curriculum Committee Chair Signature Date

_______________________________________________________________________________________
Vice President of Student and Academic Affairs Signature Date

_______________________________________________________________________________________
President Signature Date

The following steps are possible post-approval steps

New Program
Upload to MinnState Program Navigator
• Vice President of Student and Academic Affairs
electronic approval
• MinnState reviews for final approval
• MinnState grants approval

Student Affairs
• ISRS; DARS; eCatalog

Federal Dept. of Education review

Higher Learning Commissions (HLC) review