New Academic Program Policy

Purpose

To provide a consistent methodology for developing and implementing new academic programs, including certificates, associate degrees, and bachelor's degrees.

Policy

The Board of Regents approves all new academic programs offered by the Northern New Mexico College (NNMC). All new academic programs proposals must follow the procedure developed by the NNMC Administration (described in the **NNMC New Academic Program Flow Chart**). Proposals will follow the template **New Academic Program Approval Form** in this policy. All Proposals shall comply at a minimum with the **Criteria for New Academic Program Approval** of this policy.

Procedures

New Academic Proposals are to be submitted on **New_Acad_Program_Form** and will follow the steps of the New Academic Program Approval Process Flow Chart in this policy. Upon completion of all the steps in the flowchart, the Board of Regents will make one of three recommendations regarding the Proposal:

1.   Denial
2.   Approval Pending Additional Planning
3.   Approval

A partially completed proposal may be submitted to obtain an "Approval Pending Additional Planning" status to the Office of the Provost, which will determine the degree of the feasibility of offering a particular academic program. If the Office of the Provost approves "pending additional planning," then a complete proposal may be submitted to the rest of the process in the Flow Chart.

When all steps have been completed, the Office of the President will submit all Academic Program Proposals to the Board of Regents at their next regularly scheduled meeting for their first reading. When the Board of Regents has no significant concerns or suggested changes, the Office of the President will re-submit the Proposal to them at their next regularly scheduled meeting for final approval.

Denial will be recommended for proposals that do not meet the criteria for new program development or which are missing key data elements or contain concerns that may be addressed

in a resubmission.

Approval Pending Additional Planning will be recommended for proposals that, while meeting other of the criteria, provide evidence that key programmatic components and/or resources are not in place to implement the program.

In order to receive implementation approval, relevant evidence must be presented to the Office of the Provost in a subsequent status report that the key programmatic components and/or resources are no longer missing. After such evidence has been provided, the Proposal may continue with the approval process

Approval will be recommended for proposals that meet all criteria for new program development. No further submissions will be required, and, subsequent to Board approval, institutions may offer the new program at a date no sooner than that stipulated in the Proposal.

Implementation A new academic program will be implemented after the Higher Education Department, the Higher Learning Commission, and the U.S. Department of Education have approved the program for implementation. Depending on the nature of the program, other agencies may need to support or approved the program before implementation. The program shall not be marketed in any form until all external approvals have been granted.

Criteria for New Academic Program Approval

1. The proposed program relates to the institutional mission statement as contained in the Strategic Plan.

2. The proposed program does not duplicate other NNMC offerings or, otherwise, provides a convincing rationale for doing so.

3. There is evidence that planning for the proposed program has been a collaborative process involving academic units and offices of planning and budgeting at the institutional level, as well as external advisory committees, representatives of the community, surveys and/or other analysis which verifies the demand and support for said Proposal, etc.

4. The Proposal provides a reasonable timetable of events leading to the implementation of the proposed program.

5. The Proposal provides evidence that there is a need for more people to be educated in this program at this level.

6. The Proposal contains reasonable estimates of headcount and FTE students who will major in the proposed program.

7. The Proposal provides an appropriate, sequenced, and described course of study.

8. For bachelor's programs, the total number of credit hours does not exceed 120;; otherwise, the Proposal provides a reasonable argument for an exception to the 120 credit hours maximum.

9. The program meets the General Education requirements in New Mexico, when applicable, and maximizes the number of courses that are included in the common course system in New Mexico.

10. The proposed program relates to specific institutional strengths such as programs of emphasis, other academic programs, and/or institutes and centers.

11. If there have been program reviews or accreditation visits in the discipline pertinent to the proposed program or in related disciplines, the Proposal cites recommendations that were made and provides evidence that progress has been made in implementing those recommendations.

12. The Proposal provides evidence that the institution has analyzed the feasibility of providing all or a portion of the proposed program through distance learning technologies via its own technological capabilities as well as through collaboration with otheruniversities.

13. The Proposal provides evidence of sustainability in terms of enrollment revenues versus the cost of the program. It also provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other HED institutions.

14. The Proposal provides evidence that the faculty, in aggregate, have the necessary experience and research activity to sustain the program.

15. The Proposal provides evidence that, if appropriate, there is a commitment to hiring additional faculty in later years, based on estimated enrollments.

16. The Proposal provides evidence that library resources are sufficient to initiate the program.

17. The Proposal provides evidence that classroom, teaching laboratory, research laboratory, office, and any other type of space that is necessary for the proposed program is sufficient to initiate the program.

18. The Proposal provides evidence that necessary and sufficient equipment to initiate the program is available.

19. The Proposal provides evidence that, if appropriate, fellowships and scholarships are sufficient to initiate the program.

20. The Proposal provides evidence that, if appropriate, clinical and internship sites have been arranged.

21. The Proposal provides a complete and reasonable budget, reflecting the text of the Proposal. Costs for the program should reflect costs associated with similar programs at other Higher Education institutions.

22. In the event that resources within the institution are redirected to support the new program, the Proposal indicates the source from which funds will be redirected and provides evidence that such redirection will not have a negative impact on other programs.

23. The Proposal provides evidence that community college articulation has been addressed and ensured, when applicable.

24. For disciplines where specialized accreditation is available, the Proposal indicates whether the institution will seek such accreditation for the proposed program. If the institution indicates that specialized program accreditation will not be sought, adequate justification is provided.

25. The Proposal provides evidence that the academic unit(s) associated with a new degree has been productive in teaching, service, scholarship, and research, where appropriate.

New_Acad_Program_Form

Northern New Mexico College
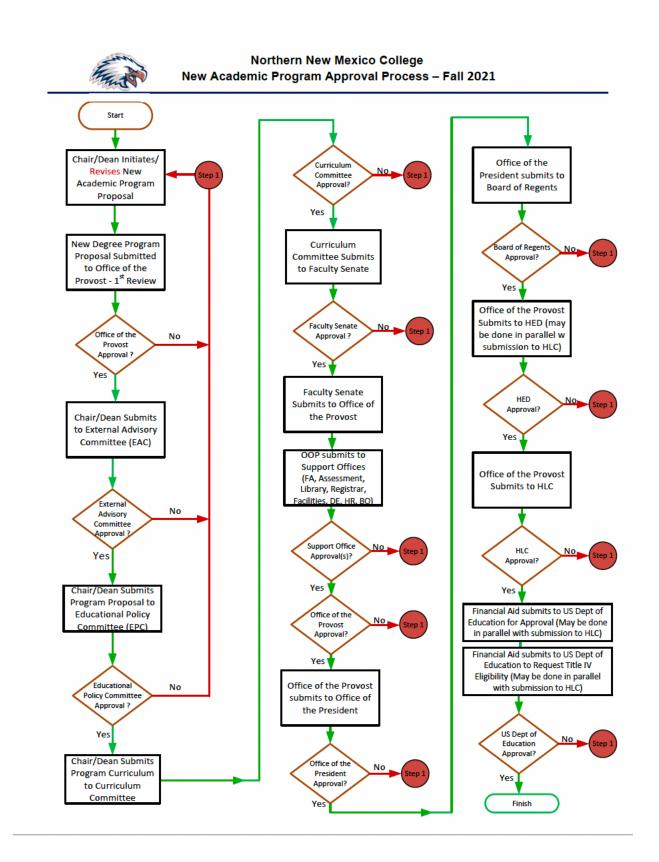## New Academic Program Approval Form
Version Fall 2021

	Type in the designated areas. Please do not alter any element of the form.		
1	Initiator:		Date:
2	Subject area:		
3	Academic division:		
4	Proposed title for New Curriculum Program:		
5	To begin:	Semester:	Academic Year:
6	Degree or certificate to be offered:		
7	Provide the Program Catalog Description		
8	Please provide a tentative timeline for program implementation (including a Gantt Chart)		
	NEED		
9	Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to what are opportunities external to the College that support the new program (e.g., employer data, demographics, numbers of prospective students, market trends for the field, etc.)?		
10	Provide evidence and explain how the degree/credential proposed (bachelor vs. associate vs. certificate) is the correct fit for the program proposed.		
11	What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?		
12	What are the College's weaknesses that must be overcome to offer the program?		
14	What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)?		
15	Describe how the program fits with College's mission, strategic goals, and strategic initiatives		
	CURRICULUM		
16	Program mission		
17	Program objectives		
18	Program-level Student Learning Outcomes		
19	Curriculum matrix (outcomes by courses in the major)		
20	Coordination with other College programs		
21	Explain the articulation agreements that the program will have with programs offered by other institutions		
22	What plans is the plan for the delivery of courses modalities (e.g., distance education, face-to-face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality.		
23	Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA) within this program.		

24	Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes.
25	Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of courses already offered by one or more bachelor programs, or whether the program is the result of a combination of courses already offered by the institution through other programs)
ASSESSMENT	
26	Plan for program assessment and evaluation of program-level student learning outcomes
SUPPORT AND SUSTAINABILITY	
27	Describe the faculty and facility needs (including, but not limited to office space for full-time faculty, adjunct faculty, administrative assistants, classrooms, labs, and instrumentation):
28	Describe the annual budget for this program for the first three years (including spreadsheets and explaining clearly the assumptions)
29	Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections)
30	Describe the strategic enrollment plan for the program
31	Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program

CONCURRENCES		
Office of the Provost / / Approval to Implement / / Denial **1st Review** / / Approval Pending Additional Planning		Date
Justification		
External Advisory Committee Chair / / Yes / / No		Date
Justification		
Educational Policy Committee Chair / / Yes / / No		Date
Justification		
Curriculum Committee Chair / / Yes / / No		Date
Justification		
Faculty Senate President / / Yes / / No		Date
Justification		
Office of the Provost / / Approval to Implement / / Denial **2nd Review** / / Approval Pending Additional Planning		Date
Justification		
Librarian / / Yes / / No		Date
Justification		

		Date
Assessment Office / / Yes / / No		Date
Justification		
Registrar / / Yes / / No		Date
Justification		
Financial Aid / / Yes / / No		Date
Justification		
Distance Ed Directors / / Yes / / No		Date
Justification		
Facilities Director / / Yes / / No		Date
Justification		
Institutional Research / / Yes / / No		Date
Justification		
Human Resources / / Yes / / No		Date
Justification		
VP for Finance and Administration / / Yes / / No		Date
Justification		
Office of the Provost / / Yes / / No		Date
Justification		

APPROVALS		
Office of the President / / Approval to Implement / / Denial / / Approval Pending Additional Planning		Date
Justification for approval or denial		
Board of Regents / / Approval / / Denial / / Approval Pending Additional Planning		Date
Justification for approval or denial		
Mandatory Meeting: Office of the Provost, HLC ALO, Registrar, Institutional Effectiveness, Financial Aid, and Initiator of the Program Proposal		Date
Feedback to Institution		

Northern New Mexico College
New Academic Program Approval Process – Fall 2021

Start

Chair/Dean Initiates/ *Revises* New Academic Program Proposal → Step 1

New Degree Program Proposal Submitted to Office of the Provost - 1st Review

Office of the Provost Approval ? — No →
Yes ↓

Chair/Dean Submits to External Advisory Committee (EAC)

External Advisory Committee Approval ? — No →
Yes ↓

Chair/Dean Submits Program Proposal to Educational Policy Committee (EPC)

Educational Policy Committee Approval ? — No →
Yes ↓

Chair/Dean Submits Program Curriculum to Curriculum Committee

---

Curriculum Committee Approval? — No → Step 1
Yes ↓

Curriculum Committee Submits to Faculty Senate

Faculty Senate Approval ? — No → Step 1
Yes ↓

Faculty Senate Submits to Office of the Provost

OOP submits to Support Offices (FA, Assessment, Library, Registrar, Facilities, DE, HR, BO)

Support Office Approval(s)? — No → Step 1
Yes ↓

Office of the Provost Approval? — No → Step 1
Yes ↓

Office of the Provost submits to Office of the President

Office of the President Approval? — No → Step 1
Yes ↓

Office of the President submits to Board of Regents

Board of Regents Approval? — No → Step 1
Yes ↓

Office of the Provost Submits to HED (may be done in parallel w submission to HLC)

HED Approval? — No → Step 1
Yes ↓

Office of the Provost Submits to HLC

HLC Approval? — No → Step 1
Yes ↓

Financial Aid submits to US Dept of Education for Approval (May be done in parallel with submission to HLC)

Financial Aid submits to US Dept of Education to Request Title IV Eligibility (May be done in parallel with submission to HLC)

US Dept of Education Approval? — No → Step 1
Yes ↓

Finish

Title:	*NNMC – New Degree Program Approval Process - Fall 2021*
Date:	*April 12, 2016* *Revised Date:* *October 5, 2021*
Requested by:	*Office of the Provost*
Author:	*Jimi Montoya, CIO*

Approved by the Board of Regents on 11/17/2005
Amendment approved by NNMC President on 10/25/2021