

## **Development of New Academic Programs Policy**

### **Overview and Purpose**

The purpose of this policy is to describe procedures that must be followed in the development of new academic programs at NCTA. A major goal is documenting the evidence of need of the new program prior to making a major commitment in human or monetary resources. Examples of new academic programs that would be subject to this policy include: new degree majors or certificates that require approval by the Nebraska Coordinating Commission; new locations or methods of delivery of existing programs that require Higher Learning Commission approval; or new degree options that require additional faculty, staff or significant facility upgrades.

### **Approval Procedure**

A summary report that documents the evidence of need of the new program must be developed and submitted to NCTA's Dean's Council. Components of the summary report should include the following.

- 1) Describe how the new program aligns with NCTA's mission, vision, values and strategic plan.
- 2) Provide evidence of need that clearly indicates that the academic program will have sufficient student enrollment for program sustainability. Possible examples are as follows.
  - a. Industry Advisory Council minutes documenting program support and need.
  - b. Job demand data related to the proposed program.
  - c. Verification that the new program is unique and doesn't duplicate a program at another Nebraska institution of higher learning.
- 3) Provide an estimate of human resources and costs required to develop and sustain the proposed program.

Dean's Council will evaluate the proposal based on the components described above and provide a recommendation of whether or not to move forward with the proposed program and how to do so.