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.