

NEW MEXICO HIGHER EDUCATION DEPARTMENT



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GOVERNOR

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CABINET SECRETARY (DESIGNEE)

New Undergraduate Program Application

A. General Information.

Institution	
Name and Title of Contact Person	
Email of Contact Person	

Name of Proposed Program	
Name of Sponsoring Department, School, and/or College	
Level of Proposed Program <i>(Associate's or Bachelor's)</i>	
Estimated Time to Complete Proposed Program	

Campuses to offer this degree program	
All Program Format(s) <i>(standard, distance education, evening, weekend and/or other)</i>	
Anticipated Start Date	
Proposed CIP code	

B. Program Curriculum.

Background & Description	
Program Curriculum <i>(indicate new courses)</i>	
Number of Credits Required	
Program Learning Outcomes	

Is there a certificate embedded in the degree program? If so, list certificates and courses required.	
If this is an associate's degree, does it articulate to a bachelor's degree program? Explain.	

C. Assessment

Describe your institution’s plan for periodic evaluation of program effectiveness. Include criteria that will be used to determine effectiveness.

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D. Need.

The proposed program must meet one or more specified needs within the state or region. Clear and convincing evidence must be provided of the reality and extent of such need.

Evidence of need might include results of employer surveys, current labor market analyses and projections, or long-term need projections prepared by a relevant professional organization. Summaries of student interest also are appropriate but will not by themselves be considered sufficient evidence of need.

Although academic and research interests of institutional faculty may be met through implementation of the proposed program, such interests by themselves are unlikely to persuade the NMHED of need for the program. However, institutions of higher education may build programs around their areas of excellence. A clear demonstration of such excellence is expected in the proposal.

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If the program fills a regional workforce need, describe collaboration between your institution and regional employers in program development.

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E. Duplication.

Identify where similar degree programs are offered by other public higher education institutions in New Mexico in the box below.

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If similar programs are offered at other public higher education institutions in New Mexico, provide a rationale for offering an additional program in the box below.

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F. Enrollment and Graduation Projections. Establish realistic enrollment, retention, and graduation targets for this program.

	Year 1	Year 2	Year 3	Year 4	Year 5
New Students					
Continuing Students					
Graduates					

Annual Retention Rate Target (%)	Target 100% Graduation Rate (%)	Target Job Placement Rate (%)

G. Institutional Readiness.

Faculty. Identify the specific faculty members that will be responsible for setting the curricular objectives, teaching program courses, advising students, and determining the means by which program and course objectives are measured.

Identify the program director.

Note: Faculty curricula vitae or resumes should not be attached to this application and should only be provided if specifically requested by the Department.

Faculty Member Name, Title, and Rank	Courses to be taught	Full-time or Part-time; if Full-time identify % of time to the program	Highest Earned Degree, Discipline, Higher Education Institution	Additional qualifications specific to program.

Describe the academic support resources that are needed to initiate the program. What, if any, additional resources will be needed?

Describe the physical facilities of the institution that will be used for the first five years of the program. Will additional space or modifications of existing space be required within the first five years of program operation?

Describe the institution's equipment and technological resources needed for the first five years of the program? What, if any, additional equipment will be needed?

Describe any other operating resources needed to initiate the program.

Are there existing external facilities that will be used? Have agreements been established to ensure use of those facilities? For example, if you are offering a nursing or allied health program have you established a partnership with local hospital(s) and other clinical settings?

H. Projected Budget.

Provide a clear analysis of the projected cost of the proposed program and the sources of funding that will support it for the first five years that the program will be offered. Include a discussion how any of the needed resources discussed in **Section F** will be addressed. **Section G** should be completed in collaboration with your institution's financial office.