

# Eastern New Mexico University-Roswell Curriculum Committee

2021-2022 Request for Modified Degree or Certificate Program

*If you are modifying multiple certificates and/or degrees, you will be required to complete one of these forms for each one proposed.*

Date:	Click or tap to enter a date.
Unit:	Choose an item.

### Rationale for Request

<p><b>Please provide a summary and rationale for this proposal.</b>  <i>Think about answering the “What, Who, Why, How, When” et cetera in 300 words or less. Give the committee a snapshot of your proposal here. Think about it as an abstract for a research paper.</i></p>	<p>Click or tap here to enter text.</p>
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### Program Details

<p><b>Program Title:</b>  <i>This is the title that goes into the gray bar in the catalog: Nursing or Behavioral Sciences.</i></p>	<p>Click or tap here to enter text.</p>
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If any of the rows below are unchanged from the current program, please type in “no-change.” Please note that this could potentially delay approval if the committee deems the information necessary for your request.

<p><b>Program Degree and/or Certificate:</b>  <i>This is where you distinguish the type of degree or certificate you are proposing. For example, Medical Assisting COT, Certificate of Occupational Training OR Medical Assisting AAS, Associate of Applied Science Degree. If you are proposing multiple certificates and/or degrees, you will be required to complete one of these forms for each one proposed.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Brief degree or certificate description:</b>  <i>This is a brief overview (informal) of the proposed program for the committee to have a better understanding the proposal.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Degree/Certificate designed to be financial aid eligible?</b>  <i>There are certain requirements for a program to be eligible for financial aid. Please check with the Director of Financial Aid for clarification and guidance.</i></p>	<p>Choose an item.</p>
<p><b>Program Description Narrative:</b>  <i>This will be the description that is used in the Catalog. Make sure it includes transferability, overview of program, Program Learning Outcomes, entry requirements (if applicable), and any special requirements for your program (i.e. drug-tests,</i></p>	<p>Click or tap here to enter text.</p>

<i>background checks, etc.). Please reference the catalog to see current examples of descriptions.</i>	
<b>Total number of credit hours:</b> <i>Add up all the credits required to earn the degree or certificate. If you are proposing a degree, make sure to include the general education hours.</i>	Click or tap here to enter text.
<b>Requested or Current CIP:</b> <i>All new programs must have a CIP. This will be chosen for you in collaboration with the Office of Institutional Effectiveness (OIE). All new programs must be approved by the State. Make sure to collaborate with OIE before submitting this proposal to the Curriculum Committee.</i>	Click or tap here to enter text.
<b>Planned semester and year program will begin or end.</b> <i>When would you like the program to be “live”? This cannot occur before the next academic year covered by the new catalog. For example, if you are applying in Fall 2021, the new program cannot begin until Fall 2022.</i>	Click or tap here to enter text.
<b>Will this degree/certificate be available as a fully online program?</b> <i>Will or are all courses identified in this program (major courses and general education courses- if applicable) be offered in an online only format to students (i.e. sections ending in WW)?</i>	Choose an item.
<b>Can this program be delivered by current faculty?</b> <i>Do we currently have the faculty needed to be able to teach the courses for this program? Remember to double-check the HLC Faculty Matrix for course prefix qualifications if applicable. This document is available under CosmoLink in the Faculty documents.</i>	Choose an item.
<b>If no, please identify the type of faculty needed (compliant with the Faculty HLC Matrix) and what is the plan to recruit said faculty to the new program.</b> <i>If you are proposing a Certificate in Computers, what qualifications would those faculty need (i.e. what types of degrees and in what content) and how will you recruit these faculty (i.e. where will you advertise to find these faculty)?</i>	Click or tap here to enter text.

### Program Learning Outcomes

*These are the learning outcomes for the program. They should be structured to match the catalog. Therefore, the outcomes should start with a verb.*

	<b>Students will be able to:</b>	<b>Assessment Method</b> <i>This is how you will know that students have achieved or mastered this outcome.</i>
1.	Click or tap here to enter text.	Click or tap here to enter text.
2.	Click or tap here to enter text.	Click or tap here to enter text.
3.	Click or tap here to enter text.	Click or tap here to enter text.
4.	Click or tap here to enter text.	Click or tap here to enter text.
5.	Click or tap here to enter text.	Click or tap here to enter text.

### Assessment Plan

How will the assessment data drive student learning and improve the program? How will the program respond to the assessment data collected (as identified above in the assessment of program learning outcomes), EOCs (student surveys), and/or program review?

Click or tap here to enter text.

### State of New Mexico Common Course Numbering Compliance

**Does the program require courses that are not included in New Mexico Common Course numbering?**

Please [click on this link](#) to reference the State Catalog. Currently, health and technical education courses are not included in the Common Course Numbering Catalog. However, if your proposed program is for an AA or AAS, you have general education courses included and all of those are in the State Catalog and therefore would be a "yes" to this question. A good rule of thumb to decide if the courses are covered by the New Mexico Common Course Numbering system is if they are a "4-4" (i.e. 4 letter prefix followed by a 4 digit number: SOCI 1110).

Choose an item.

**If the answer to the above cell is yes, please list those courses here.**

You can simply list the 4-4 prefixes here in your list.

*NOTE: If new courses are being proposed that are not currently offered on this campus, please know that you will need to complete a course change form for each course in addition to this proposal.*

Click or tap here to enter text.

### Outside Accreditation

**Does program have national accreditation?**  
For example, EMS is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Aviation Maintenance is accredited by the Federal Aviation Administration (FAA).

If yes, answer the following remaining rows of this section. If no, please skip to "Stakeholder Input and Finances."

Choose an item.

**Name of accrediting agency:**  
Please include the full title, as well as the acronym.

Click or tap here to enter text.

**Have they been contacted?**  
Most national accreditation agencies must issue a letter of review prior to a new program being created/accredited. If you are claiming national accreditation, please attach/include your letter of review.

Choose an item.

<p><b>What additional needs other than what is already available on campus, must be addressed to ensure compliance with accrediting agency?</b>  <i>This could include particular percentages of proprietary equipment, or certain faculty credentials, et cetera.</i></p>	<p>Click or tap here to enter text.</p>
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### Stakeholder Input and Finances

<p><b>Summary of input received from community members, business, industry, and other outside entities.</b>  <i>This is a key aspect of creating a new program. Did those proposing the new program get input from the community or other stake holders? Is there buy-in for this new program? Is there an identified need for this program in the surrounding area?</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Does an advisory committee exist for this program?</b>  <i>This is a required component for any health or technical education programs, and highly recommended for any Arts and Sciences, Special Services, and Youth Challenge.</i></p> <p><i>NOTE: If one does not currently exist, please discuss plans for creation of one, or discuss rationale for not having one.</i></p>	<p>Choose an item.</p> <p>Click or tap here to enter text.</p>
<p><b>Name of Advisory Committee</b>  <i>Write "N/A" if you do not have one. If you are planning on having one, please identify your proposed committee name here. The format of the name might be mandated by the national accrediting entity. Otherwise, it could be as simple as the Welding Advisory Committee.</i></p>	<p>Click or tap here to enter text.</p>

<p><b>What resources are required to start and sustain this program?</b>  <i>This is where you need to detail out any materials, machines, equipment, supplies, staff, faculty, etc. that are needed to start or continue your program. This is a key budget area and should be addressed in detail.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>List and describe partnerships with business, industry, associations, or agencies that will assist and/or contribute to the delivery of this program. If N/A please explain.</b>  <i>This is where you describe the collaborations or partnerships that lead to or will continue with the creation of this new program. For example, if you are creating a Furniture Making Certificate through the prompting of Anderson Furniture, please describe how that partnership came into being and how it will continue to support the program.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Are there external funding opportunities? If so, please explain. If not, please write "N/A"</b></p>	<p>Click or tap here to enter text.</p>

<p>An example of external funding opportunities would be grants (such as Title V or Perkins), endowments, or collaboration with outside agencies/businesses (i.e. Leprino donates \$100,000 annually for a cheese-making certificate).</p>	
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**Transferability**

<p><b>Is this degree or certificate eligible for transfer?</b>  <i>For example, many certificates are not eligible for transfer without agreements. Some degrees will be eligible for a 2+2 with Portales.</i></p>	<p>Choose an item.</p>
<p><b>Are there available program articulations for receiving a BS, BA, or BAAS for this program? If yes, please identify the universities with the articulated degrees and include the agreements or plans as attachments to your submission.</b>  <i>This is the 2+2 agreements with Portales identified above.</i></p>	<p>Choose an item.   Click or tap here to enter text.</p>

**Attachment Checklist**

The following attachments are required for certain types of programs. Please check the boxes for all those that apply confirming that you have provided those forms in your proposal to the committee.

- Degree Plan
- General Education Requirements (or AA or AAS programs only)
- National Accreditation Letter of Review
- Articulation Agreements (2+2s with Portales or other universities)

**Submission Guidelines:**

This completed form, and all attachments, will be submitted to the Secretary of the Curriculum Committee via email from the Assistant Vice President of the relevant program. Submitted proposals that are not from the AVP will not be reviewed by the committee.

**Intentionally left blank. Please scroll down.**

### Signature Page

For the initial submission to this committee, you must have signatures from #1-4. Submissions without these signatures will not be considered valid and will be rejected by the committee. Digital signatures are acceptable. After final approval of the proposal by the committee, the remaining signatures will be gathered by the Secretary of the Curriculum Committee.

1. Faculty Submitting Request \_\_\_\_\_ Date Date.
2. Program Director \_\_\_\_\_ Date Date.
3. Assistant Vice President \_\_\_\_\_ Date Date.
4. Institutional Effectiveness \_\_\_\_\_ Date Date.
5. Financial Aid \_\_\_\_\_ Date Date.
6. Advising \_\_\_\_\_ Date Date.
7. Admissions \_\_\_\_\_ Date Date.
8. Chair, Curriculum Committee \_\_\_\_\_ Date Date.
9. VPASA \_\_\_\_\_ Date Date.
10. President, CCB \_\_\_\_\_ Date Date.
11. President, Board of Regents \_\_\_\_\_ Date Date.