

# Completing a New Program Proposal

New Program Proposal
2 Propose New from Existing Program

1	Effective Catalog Edition	<input type="text" value="Select..."/>
3	Department	<input type="text" value="Select..."/>
4	Division	<input type="text" value="Select Division..."/>
5	College	<input type="text" value="Select College..."/>
6	Program Code	<input type="text"/>
7	Program Type	<input type="text" value="Select..."/>
8	Program Title	<input type="text"/>
9	CIP Code	<input type="text"/> <a href="#">Find...</a>
10	Number of Weeks in Program	<input type="text"/>
11	Will the program require creation of any new courses?	<input type="radio"/> Yes <input checked="" type="radio"/> No
12	Do students have to be qualified to sit to take an exam to be certified or licensed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
13	How many hours or credits must they complete?	<input type="text"/>

1. **Effective Catalog Edition** – select the effective catalog edition from the dropdown menu. The catalog edition should be the next published catalog, not the current catalog. (E.g., for programs proposed in fall 2023, the catalog edition would be 2024-2025; for programs proposed in spring 2024, the catalog edition would be 2025-2026).
2. **Propose New from Existing Program** – click this green button if you would like to propose a new program that is similar to an existing program. By doing this, you will copy the existing program’s information into the form.
3. **Department** – select from the dropdown list the department for the course.
4. **Division** – this will prepopulate based on the department chosen.
5. **College** – this will prepopulate based on the department and division chosen.
6. **Program Code** – type in a proposed four-letter program code in the textbox.
  - a. Note: the final program code will need to be approved by the Records Office. Should you have questions about proposing a program code, please contact the Director of Records.
7. **Program Type** – select the program type from the dropdown menu (e.g., Associate Degree, Certificate, etc.).
8. **Program Title** – type in the program title as you would like it to appear in the Catalog. The title should be followed by a dash “-” and the program type. (E.g., Graphic Design – Certificate; Cybersecurity – Associate in Science)
9. **CIP Code** – select the CIP Code most appropriate for the course by clicking on “Find...” underneath the textbox.
  - a. Note: ensure there is no period after the second digit, as Banner will not recognize this.
10. **Number of Weeks in Program** – type the number of weeks in the program in the textbox (e.g., If a student takes 15 credits per semester, the calculation would be 15 weeks X 4 semesters = 60 weeks).
11. **Will the program require creation of any new courses?** – select yes or no to indicate whether the program will require the creation of any new courses. This will be defaulted to “no.”
12. **Do students have to be qualified to sit to take an exam to be certified or licensed?** – select yes or no to indicate whether this program requires students to be qualified to sit to take an exam to be certified or licensed.
  - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.

13. **How many hours or credits must they complete?** – type the number of hours or credits students must complete to sit for an exam to be certified or licensed in the textbox.

The image shows a form interface with two main sections. The first section, labeled '1 Rationale', contains a large, empty rectangular text box. The second section, labeled '2 Catalog Description', features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), list creation (bulleted, numbered), and insertion (link, image, table, source). Below the toolbar is a large, empty text area for entering the catalog description.

1. **Rationale** – type the rationale for proposing this program here. Reasons for a program proposal could include but are not limited to: labor market need; accreditor requirement; transfer partner need; stackable credentials; connection to a workforce program, etc.
2. **Catalog Description** – type the Catalog Description as you would like it to appear in the CCRI Catalog.

**1** Program Requirements

Normal Styles [Rich Text Editor Icons] [Table Icon] Source

**2** Total Program Contact Hours

**3** Pathway(s)

- Arts and Humanities
- Business Economics and Data Analytics
- Communication, Media and Film
- Education, Government, and Human Services
- Environment and Sustainability
- Health and Health Administration
- Science, Technology, Engineering, and Mathematics (STEM)

**4** Related programs

Related Program

**5** Learning Outcomes

Program Student Learning Outcomes

1. **Program Requirements** – click the table icon outlined in red above to add program requirements.
  - a. Select “Course List” from the popup window that appears after clicking the table icon. This will trigger another, larger popup window to appear.
  - b. In the second popup window, add the program’s course requirements using the “Select Subject” dropdown menu or by typing in the course code (e.g., SOCS 1010) into the “Quick Add” textbox and clicking the “Add Course” button. All added courses will appear in the white box to the right of the popup window.
  - c. Once all of the program’s course requirements have been added, click the green OK button in the bottom right of the popup window.
2. **Total Program Contact Hours** – type the number of program contact hours in the textbox. Total program contact hours are computed using the following formula:  $((\# \text{ of lecture credits} \times 50 \text{ minutes}) + (\# \text{ of lab/clinical credits} \times 60 \text{ minutes})) \times 15 \text{ weeks} / 60 \text{ minutes}$ .
3. **Pathway(s)** – select at least one pathway to which the program will be attributed.
4. **Related programs** – select any related programs to the proposed program from the dropdown menu. For example, this could be a certificate that stacks into a degree or a concentration of an existing degree.
  - a. Note: you may click on the green plus button to the right of this field to add more programs that may be related to the proposed program.
5. **Learning Outcomes** – type the first program learning outcome in the textbox. Then click the green plus button to add subsequent program learning outcomes (PLO) that will appear below the first PLO.
  - a. Note: review the Program Learning Outcome Instructions to learn how to complete the required mapping of the program’s course requirements to PLOs.

1 Did an Advisory Committee assist in the development of this program?

Yes  No

2 Attach names and affiliations of committee members

Attach File

Uploaded Files:

Files To Be Uploaded:

3 Are any arrangements with external organizations essential to offering this program?

Yes  No

4 List names and affiliations of committee members

Attach File

Uploaded Files:

Files To Be Uploaded:

1. **Did an Advisory Committee assist in the development of this program?** – select yes or no to indicate whether an advisory committee assisted in the development of this program.
  - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.
2. **Attach name and affiliations of committee members** – click the green Attach File button to attach documentation listing the names and affiliations of the Advisory Committee members who assisted in the development of this program.
3. **Are any arrangements with external organizations essential to offering this program?** – select yes or no to indicate whether any arrangements with external organizations are essential to offering this program.
  - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.
4. **List names and affiliations of committee members** – click the green Attach File button to attach documentation listing the names and affiliations of the external organizations with arrangements that are essential to offering this program.

1 Transferrable program?  Yes  No

2 Transfer to institutions  RIC  URI  OTHER

3 Other - Please Specify

4 Describe how the program transfers

5 How does the program align with existing transfer agreements?

Rich text editor toolbar: Bold, Italic, Underline, Superscript, Subscript, Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo.

Rich text editor content area:

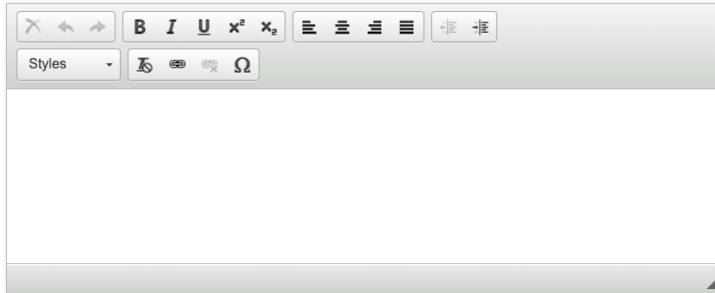
1. **Transferrable program?** – select yes or no to indicate whether the program is transferrable to other institutions.
  - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.
2. **Transfer to institutions** – select RIC, URI, and/or Other to indicate to which institution the program will transfer.
  - a. Note: this will only appear if you select yes for #1.
3. **Other – Please Specify** – type the other institution(s) to which this program will transfer in the textbox.
  - a. Note: this will only appear if you select yes for #1 and #2.
4. **Describe how the program transfers** – type how the program transfers to RIC, URI, and/or other institutions in the textbox.
  - a. Note: this will only appear if you select yes for #1.
5. **How does the program align with existing transfer agreements?** – type how the program aligns with existing transfer agreements in the textbox.
  - a. Note: this will only appear if you select yes for #1.

## ADMINISTRATIVE PLANNING

Please comment on the effects and requirements of the proposal in relationship to the following:

- 1 Will this program necessitate any budgetary modifications?  Yes  No

- 2 Please provide a brief summary for each budget as is appropriate including operating, equipment, faculty and staff



- 3 Other Departments/Areas

Affected Department	How?	Contacted?	
Select... <input type="text"/>	<input type="text"/>	Select... <input type="text"/>	<input checked="" type="checkbox"/>

1. **Will this program necessitate any budgetary modifications?** – select yes or no to indicate whether the proposed program will necessitate any budgetary modifications. This will be defaulted to “no.”
2. **Please provide a brief summary for each budget as is appropriate including operating, equipment, faculty and staff** – type a summary for each budget (e.g., operating, equipment, personnel, etc.) required for the proposed program.
3. **Other Departments/Areas** – if applicable, select from the first dropdown menu a department that will be affected by this program proposal, type the potential effect in the textbox, and select yes or no from the second dropdown menu to indicate whether the department was contacted. If other departments will be impacted by this program proposal, please contact the department(s) before submitting this form.
  - a. Note: you may click on the green plus button to the right of this field to add more departments that may be impacted by the program proposal.

## Department Vote

1 Department Vote Result

2 Yea  Nay  Abstain

3  4  5

1. **Department Vote Result** – type Approved or Denied, followed by the date of the department’s approval or denial.
2. **Yea, Nay, Abstain** – type in the number of yes, no, and abstention votes in the three textboxes, respectively.
3. **Cancel** – click the red Cancel button to exit the screen without saving your work.
4. **Save Changes** – click the Save Changes button to save the information you have entered, without submitting the proposal. You can do this as often as you like.
5. **Start Workflow** – click the green Start Workflow button to enter it into workflow once your proposal is complete, which starts the review process.

Questions? Contact [crc@ccri.edu](mailto:crc@ccri.edu)