**SAM HOUSTON STATE UNIVERSITY
NEW DEGREE PROGRAM REQUEST: STAGE II CONTENT AND QUALITY**

**BACHELOR AND MASTER’S**

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| **Directions:** The **New Degree Program Request: Stage II Content and Quality** form is to be used to propose a new Bachelor’s or Master's degree program in which (a) the new costs to the program during the first five years of the program **would not** exceed $2 million and (b) the proposed program is a non-engineering program. **Before submitting this form for University Curriculum Committee review:** A New Degree Program Request: Stage I Need and Financial Analysis proposal must have completed the review process with all required approval signatures.**Assistance:** Contact the Office of Academic Planning and Program Development (936) 294-2291.**University Curriculum Committee**: [Belonging Resources Statement](#_Administrative_Information" \o " The pursuits of excellent teaching and fostering a campus environment that welcomes a wide range of perspectives are intertwined and integral to achieving Sam Houston State University’s mission of providing high-quality education, scholarship, and service for our regional, state, national, and international constituencies. Diversified curriculum helps to ensure that every student and faculty member has a chance to reach their full professional potential and be a fully enfranchised member of the university community. Faculty seeking to develop new courses and curriculum initiatives are encouraged to consider their diverse audiences and to visit the UCC website for curricular design recommendations, suggestions, and examples.)*\* Asterisk denotes headers with directional information.* |

**Administrative Information**

Completed by Program Analytics.

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| --- |
| **Administrative Program Information**[ ] Bachelor Program [ ]  Master Program [ ] 3+2 Program Structure [ ] 4+1 Program  |
| **1.** \*[**Program Name:**](#_1.__Program) |
| **2**. \*[**Proposed CIP Code (Number/Title):**](#_2.__Proposed) **Justification:** If CIP Code selected is outside the norm for the discipline.  For CIP Code, see [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/) (Note: The THECB no longer accepts CIP Codes that end in “99”). |
| **3**. \***[Number of Required Semester Credit Hours (SCH):](#_3.__Number" \o "The typical semester credit hour range for a master’s degree program is between 30 to 36 SCH and 54 to 60 SCH for a terminal Master’s degree.*If the number of SCH exceeds 120 for a bachelor’s program, an additional appendix is required documenting the compelling academic reason for requiring more SCHs, such as program accreditation requirements, statutory requirements, and/or licensure/certification requirements that cannot be met without exceeding 120 SCH.)**  |
| **4**. \*[**Administrative Unit:**](#_4.__Administrative) |
| **5.**  **\***[**Location and Delivery Mode (***Select all that apply***):**](#_5.__Location)[ ] In-Person**,** [ ] Hybrid**,** [ ] 100% OnlineIf modality, In-Person or Hybrid, will more than 50% of the program’s instruction take place at an off-campus location? [ ]  Yes [ ]  NoIf yes, provide a) Title of off-campus location Click or tap here to enter text.; b) Address of off-campus location Click or tap here to enter text.; For all online delivery modes, see [THECB Approval of Distance Education Process](https://reportcenter.highered.texas.gov/agency-publication/guidelines-manuals/waar-de-approval-process-guidelines-final/) |
| **6.** **Planned funding model for the first 5 years of the program:** [ ]  Formula-funded [ ]  Self-supported [ ] Other (please describe):Click or tap here to enter text. |
| **7. Embedded Degree/Certificate:** Does the program include any **new** degrees or certificates not yet submitted that are fully imbedded within the proposed degree program not yet approved for delivery?[ ]  Yes [ ]  No If yes, [ ]  Degree [ ]  Certificate Administrative Unit: Click or tap here to enter text. Degree/Certificate Title: Click or tap here to enter text. Degree/Certificate Designation: Click or tap here to enter text. SCH Required: Click or tap here to enter text. CIP Code: Click or tap here to enter text.  Proposed Implementation Date: Click or tap here to enter text. |
| 8. **Current SHSU Programs: 4+1 / 3+2 Program Structure (If applicable)*** 1. **Please select the appropriate field below:**

[ ]  The proposed 4+1/3+2 program expansion is a 20% or less change from the existing SHSU program.\*Catalog changes are defined by THECB as 20% or less difference from existing degree programs. Please note that program development that falls in this category **cannot** be considered a new degree program within the SHSU system.[ ]  The proposed 4+1/3+2 program expansion is between 21-49% different from the existing SHSU program.\*Please note that additional Academic Planning and Program Development approval will be required if this is selected since THECB defines catalog changes to be 20% or lower and new programs 50% or greater. [ ]  The proposed 4+1/3+2 program expansion is a 50% or greater change from the existing SHSU program. |
| **9**. \*[**ProposedImplementation Date:**](#_6.__Proposed)Choose an item.Choose an item. |
| **10. \*** [**Proposal Contact Person(s):**](#_14.__*Proposal)Name: Title: E-mail: Phone:Name: Title:  E-mail:  Phone: |
| **11. \*** [**Administrative Notes:**](#_6.__APPD) |

*New degree program development is divided into two forms encompassing two stages (Stage I: Need & Financial Analysis and Stage II: Content and Quality), which are essential for establishing a thorough review of the proposed program. Please, complete the stages in order, with the appropriate approval workflows as described between each.*

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| --- |
| **Stage II: Content and Quality**Compiled by a department head/faculty and reviewed and approved by Department and College Curriculum Committees and Academic Dean, followed by a review and recommendation by the University Curriculum Committee. Once you have completed all sections in Stage II, including the first 5 signatures/approvals, the Academic Dean or an Associate Dean from your college (a representative of the University Curriculum Committee) can submit the proposal to the Office of Academic Planning and Program Development through the appropriate T:Drive: Curriculum folder. If you have any questions, or need further support, please contact Program Development. *\* Asterisk denotes headers with directional information.* |
| 1. **[Degree Program CIP](#_2.__*Proposed" \o "Note: THECB no longer accepts CIP codes that end in '99'. If the institution has an existing degree program with the same CIP code and degree designation, provide a brief description of how this degree program is distinct (use the institution’s program inventory for reference, if needed). If the proposed CIP code for the bachelor’s degree program aligns with one of the approved TEXAS Direct Fields of Study, please provide the Directed Electives courses accepted for the Texas Direct degree.):**
2. **Statement of Distinction***: If the institution has an existing degree program with the same CIP code and degree designation, provide a brief description of how this degree program is distinct (use the institution’s program inventory for reference, if needed).*
3. **Fields of Study: Bachelor’s Only***. If the proposed CIP code for the bachelor’s degree program aligns with one of the approved Texas Direct Fields of Study, please provide the Directed Electives courses accepted for the Texas Direct degree.*
 |
|  **2) Academics:**  **A.** **[\*Degree Requirements:](#A3" \o "Similarities/Differences between peer programs: Describe the similarities and differences between the proposed program and peer programs in Texas and nationally.Compete Table 3: Semester Credit Hour Requirements by Category. Show semester credit hours (SCH) and clock hours (if applicable). Modify the table as needed. If necessary, replicate the table to show more than one option.Note: A Bachelor degree should not exceed 120 Semester Credit Hours (SCH) per Board rule 5.44 (a) (3).  Those that exceed 120 SCH must provide detailed documentation describing the compelling academic reason for the number of required hours, such as programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 120-hour limit.)** * + 1. Similarities/Differences between peer programs**:**
		2. Compete Table 3: Semester Credit Hour Requirements by Category.

**Table 3. Semester Credit Hour Requirements by Category**

|  |  |  |
| --- | --- | --- |
| **Category** | **Semester Credit Hours** | **Clock Hours** **(If applicable)** |
| General Education Core Curriculum*(Bachelor’s degree program only)* |  |  |
| Required Courses |  |  |
| Prescribed Electives |  |  |
| Electives |  |  |
| Final Project/Capstone |  |  |
| Other *(Specify, e.g., internships, clinical work)* | (if not included above) |  |
| **TOTAL** |  |  |

 **B.** [**\*Admission Requirements:**](#A3) **C.** [**\*Curriculum: Complete tables 4, 5, 6**, **and 7.**](#A3)**Table 4. Degree Specific Requirements**

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | Required**/Core Course Title** | **SCH** |
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**Table 5. Required Courses (Major) (***Denote electives offered on a rotation basis with a pound sign #*)

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Prescribed Elective Course Title** | **SCH** |
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**Table 6. Prescribed Elective Courses** (*Denote electives offered on a rotation basis with a pound sign #*)

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Prescribed Elective Course Title** | **SCH** |
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**Table 7. Free Elective Courses**

|  |  |  |
| --- | --- | --- |
| **Prefix and Number** | **Free Elective Course Title** | **SCH** |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Total Semester Credit Hours** |  |

* + 1. **Comparable Curricula:** *If applicable, provide up to three links to comparable curricula that were used as a model or inspiration for designing the curriculum. If none exist, please briefly describe the unique design of the curriculum.*
		2. **Curriculum Features:** *Indicate below if the proposed curriculum has any of the following features and provide additional information as requested.*
			- 1. Does the curriculum include a pathway for part-time students? [ ]  Yes [ ]  No
				2. Does the degree program contain multiple tracks?[ ]  Yes [ ]  No
				3. If the degree program’s discipline has an accrediting body, will the institution seek accreditation?[ ]  Yes [ ]  No [ ] Not Applicable

**If yes**, list the accreditor(s) and anticipated date(s) of programmatic accreditation. Accreditor(s):Anticipated date(s) of accreditation:* + - * 1. Will students be eligible for any licensures or certifications upon completion of coursework in the degree program?[ ]  Yes [ ]  No

**If yes***,* list the licensures and certifications.Licensures:Certifications:* + - * 1. Does the degree program **require** any clinicals, fieldwork, or other external learning experiences?

[ ]  Yes [ ]  No**If yes**, list the experience, clock hours required, and expected SCH earned:Experience:Clock Hours Required:Expected SCH Earned:* + - * 1. If clinical experience is **required**, do current affiliation agreements have the capacity to support additional students?[ ]  Yes [ ]  No

**If no**, briefly describe plans for securing additional affiliation agreements: **D. \***1. **[Marketable Skills](#A3" \o "The Texas Higher Education Coordinating Board (THECB) marketable skills initiative is part of the state’s 60x30TX plan and was designed to help students articulate their skills to employers.  Marketable skills are those skills valued by employers and/or graduate programs that can be applied in a variety of work or education settings and may include interpersonal, cognitive, and applied skill areas.Explain how students will be informed of the marketable skills included in the proposed program. (Note: Marketable Skills are required, at SHSU, to appear in the academic catalog.):** *Identify 3-5 marketable skills students will attain through the proposed  program.*

1. Marketable Skill.2. Marketable Skill.3. Marketable Skill.4. Marketable Skill.5. Marketable Skill.  |
|  **3.** [**\*Faculty Availability:**](file:///%5C%5Cwinfscommon%5CCommon%5CAcad%20Plan%20Assmt%5CAPPD%20ProgDev_Curr%20Forms%5CAPPD_SHSU%20Curriculum%20Forms%5C2023-2024%20SHSU%20Curriculum%20Forms%5Ccore#B3)**[Table 7. \*Existing Faculty](#B3" \o "Core Faculty are full-time tenured and tenure-track faculty who would teach 50 percent or more in the proposed program or other individuals integral to the proposed program.  Modify the table as needed.)** *List the existing faculty for the program including the name, department, credential information, and the expected percentage of time assigned to the program. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the proposed program.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Department** | **Highest Degree Awarded & Year** | **Highest Degree Awarding Institution** | **Expected % Time in Degree Program** |
| *[e.g. Jane Doe]* | *[English]* | *[PhD in Comparative Literature, 1998]* | *[University of California Berkeley]* | *[75%]* |
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[**Table 8. \*Expected**](#B3) **Faculty New Hires***List any anticipated new faculty hires within 5 years of implementation. Include the expected date of hire, credentials required, and expected percentage time dedicated to the program*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Anticipated Date of Hire** | **Required Degree** | **Hiring Rank (e.g. Associate Professor)** | **Expected % Time** |
|  |  |  |  |
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**Faculty Recruitment Strategies***: If applicable, provide a brief summary of faculty recruitment strategies that will support a broad pool of applicants for new faculty positions (250 word maximum).*  |
|  **4).** **[\*Additional Distance Education Delivery Considerations (as applicable):](#C3" \o "A description of how the proposed program would function remotely for distance education delivery purposes. )** * 1. Describe how the program would adherence to *Principles of Good Practice*:
	2. Outline the administrative oversight and structure:
	3. Collaborative arrangements to account for limited or no face-to-face communications:
	4. Differences between traditional and distance education delivery:
	5. Student interactions with limited/no face-to-face communications**:**
 |
| **5)** **[\*Required Appendices:](#D3" \o "Attach the following required appendices with Stage II of this form.)**   a. Course Descriptions  b. Prescribed Sequence of Courses  |

**END STAGE II**

**Approval Recommendation Signatures:**

|  |
| --- |
| **Approval Recommendation Signatures:** |

|  |  |  |
| --- | --- | --- |
| **Approved by Department Head/Faculty** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by Department Chair** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by Department Chair 2 (Interdisciplinary)** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
| **Approved by Department Chair 3 (Interdisciplinary)** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
| **Approved by Department CC** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by College CC** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by Academic Dean** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
| **Approved by Academic Dean 2 (Interdisciplinary)** | Approved [ ]  Disapproved [ ]  |  |  |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by Academic Dean 3 (Interdisciplinary)** | Approved  | [ ]   | Disapproved  |[ ]
| Signature: Click or tap here to enter signature. |  |  |  |  |
| **Approved by Director of APPD** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by University CC** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by ACC/Provost** | Approved |[ ]  Disapproved |[ ]
| Signature: Click or tap here to enter signature. | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by Board of Regents** | Approved |[ ]  Disapproved |[ ]
|   | Date: Click or tap here to enter date. |
|  |  |  |  |  |
| **Approved by THECB** | Approved |[ ]  Disapproved |[ ]
|  | Date: Click or tap here to enter date. |

**CC = Curriculum Committee
APPD = Academic Planning and Program Development**

**APPD Use Only

Added to Catalog** [ ]

Date: Click or tap here to enter date.

**Added to Banner** [ ]

Date: Click or tap here to enter date.

**Added to Degree Works** [ ]

Date: Click or tap here to enter date.

**Notified Advising** [ ]

Date: Click or tap here to enter text.

**Added to Apply Texas** [ ]

Date: Click or tap here to enter text.

**Directional Prompts:**

**ADMINISTRATIVE PROGRAM INFORMATION**

 **Program Name:**Show how the program would appear on the Coordinating Board’s program inventory (e.g., Bachelor of Business Administration with a major in Accounting; Master of English Literature).

**Proposed CIP:**
Enter the proposed CIP Code/title for Texas. If CIP Code selected is outside the norm for the discipline, provide justification. A list of CIP Codes can be accessed at [Texas CIP Codes](http://www.txhighereddata.org/Interactive/CIP/). THECB no longer accepts CIP Codes that end in ‘99’.

**Number of Required Semester Credit Hours (SCH):**
The typical semester credit hour range for a master’s degree program is between 30 to 36 SCH and 54 to 60 SCH for a terminal Master’s degree.

\*If the number of SCH exceeds 120 for a bachelor’s program, an additional appendix is required documenting the compelling academic reason for requiring more SCHs, such as program accreditation requirements, statutory requirements, and/or licensure/certification requirements that cannot be met without exceeding 120 SCH.

**Administrative Unit**:
Identify where the program would fit within the organizational structure of the university (e.g., The Department of English within the College of Humanities and Social Sciences).

**Location and Mode of Delivery:**
Provide the location of instruction and how the proposed program will be delivered to students. (e.g., Instructed on the main campus, face-to-face, online).

**Proposed Implementation Date:**
Provide the date that students would enter the program (MM/DD/YY).

**Proposal Contact Person:**
Provide contact information for the person responsible for addressing any questions about the proposal.

**Administrative Notes:**

Additional administrative notes.

**STAGE II: CONTENT AND QUALITY**

**Degree Program CIP:**

THECB no longer accepts CIP Codes that end in ‘99’.

If the institution has an existing degree program with the same CIP code and degree designation, provide a brief description of how this degree program is distinct (use the [institution’s program inventory](https://apps.highered.texas.gov/program-inventory/?view=InvSearch) for reference, if needed).

If the proposed CIP code for the bachelor’s degree program aligns with one of the approved TEXAS Direct Fields of Study, please provide the Directed Electives courses accepted for the Texas Direct degree.

**Academics:**

Specific degree and admission requirements, proposed curriculum, and marketable skills associated with the program.

**Degree Requirements:**

Similarities/Differences between peer programs: Describe the similarities and differences between the proposed program and peer programs in Texas and nationally.

Compete Table 3: Semester Credit Hour Requirements by Category. Show semester credit hours (SCH) and clock hours (if applicable). Modify the table as needed. If necessary, replicate the table to show more than one option.

Note: A Bachelor degree should not exceed 120 Semester Credit Hours (SCH) per Board rule 5.44 (a) (3). Those that exceed 120 SCH must provide detailed documentation describing the compelling academic reason for the number of required hours, such as programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 120-hour limit.

**Admission Requirements:**

Provide any program-specific admission requirements. For graduate programs, provide the institution’s general graduate admissions standards as well as the program-specific admissions standards for applicants of the proposed program.

**Curriculum: Complete tables 4, 5, and 6.**

Complete tables 4, 5, and 6 to list the required/core courses, prescribed elective courses, and elective courses of the proposed program and semester credit hours (SCH). Note with an asterisk (\*) new courses that would be added to SHSU’s course inventory.

**Marketable Skills:**

The Texas Higher Education Coordinating Board (THECB) marketable skills initiative is part of the state’s 60x30TX plan and was designed to help students articulate their skills to employers. Marketable skills are those skills valued by employers and/or graduate programs that can be applied in a variety of work or education settings and may include interpersonal, cognitive, and applied skill areas.

Explain how students will be informed of the marketable skills included in the proposed program. (Note: Marketable Skills are required, at SHSU, to appear in the academic catalog.

**Faculty Availability:**

The proposed program shall have enough core and support faculty to teach the scope of the discipline, consistent with similar programs in the state and nation. At least 50 percent of the faculty full-time equivalent (FTE) supporting a bachelor’s or master’s program must be Core Faculty.

Note: The proposed program must meet, or exceed, the minimum number of faculty devoted specifically to the proposed program:

• Bachelor’s program – three FTE or two FTE if comprised of four individual faculty members. (The standard for upper-level institutions could be lower for those programs in which lower-division courses are required for the major and taken at feeder institutions.)

• Master’s program – three FTE or two FTE if comprised of four individual faculty members.

• At least 50 percent of the faculty FTE supporting a bachelor’s or master’s program must be core faculty.

Note: The distinction between core and support faculty tables has been removed and the percentage of time in the program will be used to identify "core" faculty. It is assumed that if a faculty member is dedicating 50% or more time to the degree program that they are considered a core faculty member

**Table 7. Existing Faculty:**

Core Faculty are full-time tenured and tenure-track faculty who would teach 50 percent or more in the proposed program or other individuals integral to the proposed program. Modify the table as needed.

List the existing faculty for the program including the name, department, credential information, and the expected percentage of time assigned to the program. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the proposed program.

**Table 8. Expected Faculty New Hires:**

List any anticipated new faculty hires within 5 years of implementation. Include the expected date of hire, credentials required, and expected percentage time dedicated to the program.

**Additional Distance Education Delivery Considerations (as applicable):**

A description of how the proposed program would function remotely for distance education delivery purposes.

**Required Appendices:**

Attach the following required appendices with Stage II of this form.