New Academic Program Approval User Guide

KCTCS

CPE Contact
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Introduction

This document guides users through the CPE Program Approval submission process. Please consult the *New Academic Program Approval Policy* for additional information, including definitions related to academic programming, eligibility status rules, and guidelines.

New Diploma & Certificate Programs
KCTCS System Office completes a New Diploma/Certificate Form through the online system. Programs are approved by CPE staff upon receipt of the completed form.

New Associate Degree Programs
KCTCS posts a proposal to the online program approval system. Institutions and Council staff have 30 days to respond to the proposal.
- If no issues are identified, the program is approved by Council staff and reported as an information item at the next Council meeting.
- If issues are identified, KCTCS addresses those via the online program approval system, and the review period is extended. Council staff instructs KCTCS to suspend the internal approval process until concerns are fully resolved. Once the issues are resolved, the program is approved by Council staff and reported as an information item at the next Council meeting.

Users
The KCTCS Chancellor and one designee has access to the KPEDS program approval system. For any designee changes, the Chancellor should contact Stephanie Mayberry at stephanie.mayberry@ky.gov for a new username and password.
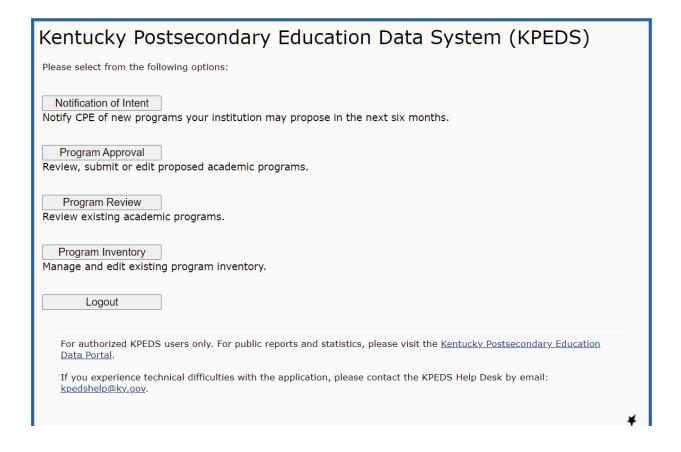
Getting Started

Login to the Kentucky Postsecondary Education Data System (KPEDS) at http://kpeds.ky.gov/.

Kentucky Postsecondary Education Data System (KPEDS)

Please enter your KPEDS username and password. If you have forgotten your password or would like to change your password, use the Reset Your Password feature below. If you have forgotten your username, contact the KPEDS help desk at kpedshelp@ky.gov for assistance between 8:00am and 4:30pm EST.

Username: [   ]
Password: [••••••••••••]
[Login   ]

Reset Your Password

For authorized KPEDS users only. For public reports and statistics, please visit the Kentucky Postsecondary Education Data Portal.

If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: kpedshelp@ky.gov.

KENTUCKY COUNCIL ON
POSTSECONDARY EDUCATION

Depending on user permissions, users will see different options on the initial screen. You should select **Program Management.**
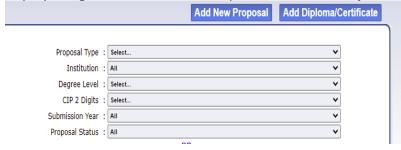
Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

[KATS   ]

Manage institutions, sites, modules, collections, users, organizational charts and system messages.

[KPEDS DS   ]
KPEDS – Data Scaffolding

[Program Management]
Manage academic programs by submitting notification of intent for new programs or by reviewing, submitting or editing proposed programs via Kentucky Postsecondary Program Proposal System (KPPPS) or Kentucky Licensed Postsecondary Program Proposal System (KLPPPS). Manage existing program inventory.

[CPE Reminder System]
CPE Reminder System (Task Tracking and Reporting).

Select the **Program Approval** button.

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

Notification of Intent
Notify CPE of new programs your institution may propose in the next six months.

Program Approval
Review, submit or edit proposed academic programs.

Program Review
Review existing academic programs.

Program Inventory
Manage and edit existing program inventory.

Logout

For authorized KPEDS users only. For public reports and statistics, please visit the Kentucky Postsecondary Education Data Portal.

If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: kpedshelp@ky.gov.
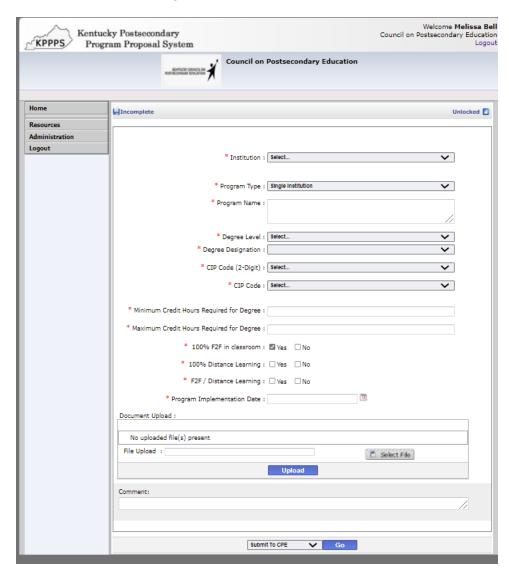
New Certificates/Diplomas

If you are proposing a new certificate or diploma, click **Add Diploma/Certificate**.

You will see the following screen:

All fields are required..

Institution Name
Choose from the drop-down menu.

Program Type: Single Institution, Collaborative or Joint
Choose one of the options from drop-down menu. Click here for complete definitions.
- Single Institution – an academic program offered by one institution.
- Collaborative Program – an academic program under the sponsorship of more than one institution or organization that contains elements of resource sharing agreed upon by the partners.
- Joint Program – an academic program that is sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions.

If two or more institutions create a collaborative or joint program with academic programs that are already offered by each institution, then the program does not need to undergo the new academic program approval process at either institution. If any partner institution **does not** currently offer the academic program, that institution must submit the program for approval and provide a "Memorandum of Understanding" that outlines program responsibilities.

Program Name
Include the institution's proposed name for the program.

Degree Level
Degree levels are based on IPEDS definitions. A full listing of degree and credential definitions can be found at The Integrated Postsecondary Education Data System.

Degree Designation
KCTCS should select from the following designations:
- Diploma less than 9 semester credit hours
- Diploma 9-29 semester credit hours
- Diploma 1-2 years
- Diploma 2-4 years
- Undergraduate Certificate less than 9 semester credit hours
- Undergraduate Certificate 9-29 semester credit hours
- Undergraduate Certificate 1-2 years
- Undergraduate Certificate 2-4 years

CIP Code
Appropriate CIP code selection is important to the alignment with program, institutional, and statewide academic portfolio objectives. A complete list of CIP codes are available at: **The Integrated Postsecondary Education Data System**.
Once a 2-digit CIP Code has been selected, please choose the most appropriate 6-digit CIP Code (a drop-down menu will display choices).

Stackable Credential
The U.S. Department of Labor defines stackable credentials as those that are part of a sequence of credentials that can be accumulated over time and move an individual along a career pathway. Please indicate whether the program is a stackable credential.

Minimum Credit Hours Required

Note the minimum credit hours needed to complete the certificate or diploma program.

Maximum Credit Hours Required

Note the maximum number of credit hours that students can accumulate if they choose the track within a program that requires the most credit hours.

Modality

Legislators, media, and the general public often ask CPE which programs can be completed entirely online. Since a program may be offered in multiple ways, the form allows you to note that as well.

New Degree Programs

If you are proposing a new associate degree program, click **Add New Proposal**.

Basic Info

You will see the following screen.

Institution Name
Choose from the drop-down menu.

Program Name
Include the institution's proposed name for the program.

Degree Level
Select Associate degree.

Degree Designation
KCTCS should select from the following designations:
- Associate of Applied Science
- Associate of Arts
- Associate of Fine Arts
- Associate of Interdisciplinary/General/Integrated Studies
- Associate of Science
- Associate of Science in Nursing

CIP Code
Appropriate CIP code selection is important to the alignment with program, institutional, and statewide academic portfolio objectives. A complete list of CIP codes are available at: **The Integrated Postsecondary Education Data System**. Once a 2-digit CIP Code has been selected, please choose the most appropriate 6-digit CIP Code (a drop-down menu will display choices).

Advanced practice doctorate? YES/NO
This question is not relevant to KCTCS. Please choose No and move to the next question.

Program Type: Single Institution, Collaborative or Joint
Choose one of the options from drop-down menu. Click here for complete definitions.
- Single Institution – an academic program offered by one institution.
- Collaborative Program – an academic program under the sponsorship of more than one institution or organization that contains elements of a resource sharing agreed upon by the partners.
- Joint Program – an academic program that is sponsored by two or more institutions leading to a single credential or degree, which is conferred by all participating institutions.

If two or more institutions create a collaborative or joint program with academic programs that are already offered by each institution, then the program does not need to undergo the new academic program approval process at either institution. If any partner institution **does not** currently offer the academic program, then that institution must submit the program for approval and provide a "Memorandum of Understanding" that outlines program responsibilities and fiscal arrangements among participating institutions.

Proposed Implementation Date
Choose an estimated day, month, and year of the planned implementation.

Institutional Contact Information
Submit contact information for the program director: First Name, Last Name, Title, Email, and Phone.

Date of Governing Board Approval
The KCTCS Board of Regents should approve the program before submission to the online program approval system.

Overview

You will see a screen similar to the one below.

Provide a brief description of the program.
Provide a description of the program that would be readily understandable to a constituent who is not familiar with the discipline or program.

Does this program have any tracks? Yes/No
If yes, please add the names and descriptions of each track.

Describe how the new program is consistent with the mission and goals of the institution.
Review the institution's mission and strategic plan. Highlight which areas of the academic plan will be furthered by implementing this program. Describe how the program will address the institution's mission and strategic goals.

Is an approval letter from Education Professional Standards Board (EPSB) required? Yes/No
This question is only relevant for universities; click No and proceed to the next question.

Is there a specialized accrediting agency related to this program? Yes/No
- If yes, identify the accreditor.
- If no, check "no" after will accreditation be sought?

Does this program have a clinical component? Yes/No
- If yes, discuss the nature, appropriateness, and availability of clinical sites.
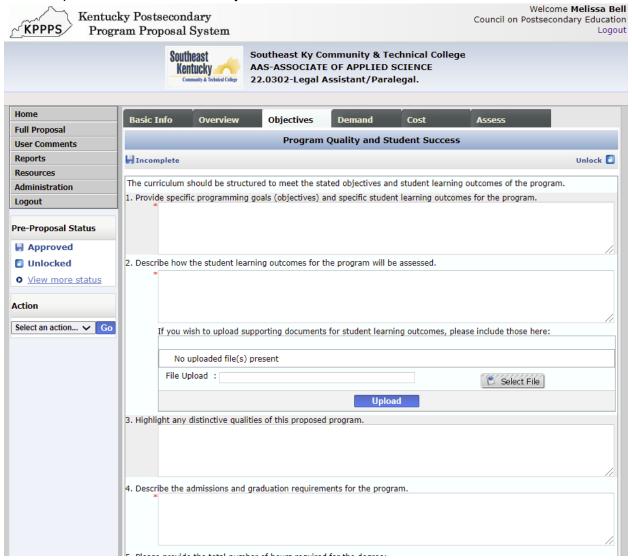
Describe the rationale and need for the program and include how the institution determined need.
You may use the same language that you submit to SACSCOC as part of the SACSCOC Substantive Change documentation.

NOTE: You must click "SAVE" at the bottom of the page to move on to the next Tab.

Objectives

This is a partial screenshot of what you will see.

Provide specific programming goals (objectives) and specific learning outcomes for the program.
This question pertains to program-level learning outcomes. Explain how the curriculum achieves the program-level student learning outcomes by describing the relationship between the overall curriculum or the major curricular components and the program objectives.

You may provide a narrative, a visual (chart, table, graphic), or both that demonstrates the relationship between course-level student learning outcomes and program-level student learning outcomes.

Describe how the student learning outcomes for the program will be assessed.
Include all direct and indirect assessment methods used to evaluate program-level learning outcomes.

Explain which student learning outcome(s) will be assessed, the method of assessment, and how frequently it will be assessed.. Explain how assessment results will be used to make improvements to the program.

Highlight any distinctive qualities of this proposed program.
Note any faculty, curricular or other distinguishing characteristics of the program.

Describe the admissions and graduation requirements of the program.
Be as detailed as possible and address both admissions and graduation requirements.

Please provide the total number of hours required for the degree including:
- Number of hours in the degree program core - "Core" is defined as the set of courses required by all students within a major or area.
- Number of hours in a track - A "track" is defined as the set of courses designed to develop expertise within a major or area at the undergraduate level.

List courses under the appropriate curricular headings.
Upload the curriculum using the template found here.

Describe administrative oversight to ensure theprogram quality..
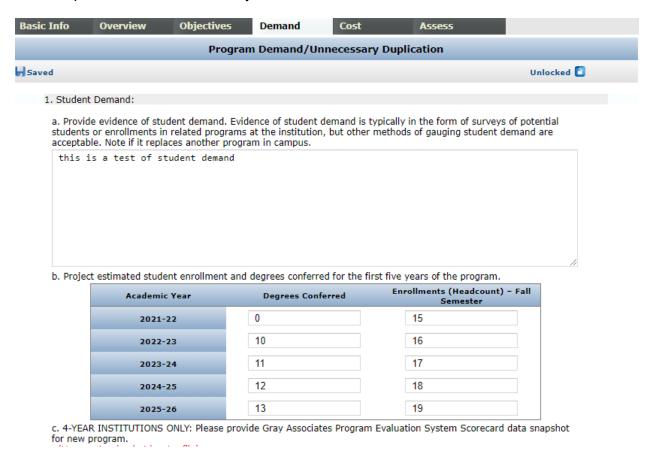You may use the same language provided to SACSCOC as part of the substantive change documentation.

For a program offered in a compressed period, describe the methodology for determining that knowledge and competencies gained are comparable to those required in traditional formats..
You may use the same language provided to SACSCOC as part of the substantive change documentation.

Demand Tab

This is a partial screenshot of what you will see.

Basic Info	Overview	Objectives	Demand	Cost	Assess

Program Demand/Unnecessary Duplication

Saved   Unlocked

1. Student Demand:

a. Provide evidence of student demand. Evidence of student demand is typically in the form of surveys of potential students or enrollments in related programs at the institution, but other methods of gauging student demand are acceptable. Note if it replaces another program in campus.

this is a test of student demand

b. Project estimated student enrollment and degrees conferred for the first five years of the program.

Academic Year	Degrees Conferred	Enrollments (Headcount) – Fall Semester
2021-22	0	15
2022-23	10	16
2023-24	11	17
2024-25	12	18
2025-26	13	19

c. 4-YEAR INSTITUTIONS ONLY: Please provide Gray Associates Program Evaluation System Scorecard data snapshot for new program.

Student Demand: Provide evidence of student demand.
Evidence of student demand is typically in the form of surveys of potential students or enrollments in related programs at the institution, but other methods of gauging student demand are acceptable. If student surveys have been collected, provide information regarding sample size, sampling methodology, and response rate.

When estimating student demand, the institution must demonstrate that it has systematically gathered, studied and interpreted data. **Anecdotal evidence is not sufficient**.

Student Demand: Project estimated student enrollment and degrees conferred for the first five years of the program.
Enter numbers into the online form.

Academic Year	Degrees Conferred	Enrollments (Headcount) – Fall Semester
2021-22	0	0
2022-23	0	0
2023-24	0	0
2024-25	0	0
2025-26	0	0

Employer Demand: Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each job type.
Complete the following information for each type of job available. Click on "Add" after data have been entered.

Type Of Job	
Regional Average Wage (USD)	0
Regional # of Openings	0
Regional Growth Projections (%)	0
State Average Wage (USD)	0
State # of Openings	0
State Growth Projections (%)	0
National Average Wage (USD)	0
National # of Openings	0
National Growth Projections (%)	0

Add   Clear

Clearly describe evidence of employer demand.
Provide a narrative to accompany the table above. Such evidence may include employer surveys, current labor market analyses, and future human resource projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials, as well as employers' willingness to pay higher salaries to graduates of the proposed program.

The following links are helpful resources on employer demand statistics:
U.S. Department of Labor, BLS – Occupational Outlook Handbook
Explains the education and training needed, earnings, expected job prospects, nature of the work, and working conditions for hundreds of different types of jobs.
Burning Glass Technologies | Real-Time Job Market Analytics Software
Provides real-time data on job growth, skills in demand, and labor market trends.
Career One Stop – U.S. Department of Labor, Employment and Training Administration
Provides occupation profiles and information on fastest growing occupations, occupations with the most openings, the highest paying occupations, and other useful statistics.
Kentucky Labor Market Information
State- and region-level labor market statistics, occupational information, industry data, and workforce training information.

Academic Disciplinary Needs
If the program proposal is in response to changes in academic disciplinary need, please outline those changes. Explain why these changes to the discipline necessitate development of a new program.

Similar Programs
The system will populate a table with information regarding existing programs that are similar.

If there are similar programs, you will be asked to:
- Provide a comparison of objectives/focus/curriculum of similar programs, student populations, access to existing programs, and feedback from other institutions.
- Describe how the program will support or be supported by other programs within the institution.
- Explain any shared faculty, shared courses, etc. within the proposing KCTCS institution or with other KCTCS institutions.

Cost

This is a partial screenshot of what you will see.

Basic Info	Overview	Objectives	Demand	Cost	Assess

Cost and Funding of the Proposed Program

⊟ Approved   Locked 🔒

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This assessment is to ensure that the program will be efficient in its resource utilization and to assess the impact of this proposed program on the institution's overall need for funds.

1. Please provide documentation that includes the following (NOTE: THIS APPLIES TO ALL SUBMISSIONS):
i. a description of financial resources available to support the proposed change, including a budget for the first five years of the proposed change.
ii. projected revenues and expenditures and cash flow for the proposed change.
iii. the amount of resources going to institutions or organizations for contractual or support services for the proposed change.
iv. the operational, management, and physical resources available for the change.
v. Contingency plans in the event that required resources do not materialize.

If you wish to upload your documents in lieu of the Cost/Funding template--or if you have supplemental documentation--please use the file uploads:

Total Record Count: 1			
	File Name		
📎	KPEDSNG Changes.docx	🟢	❌
File Upload :	[ ]	🖱 Select File	
	Upload		

Cost/Funding Explanation
Complete the following table for the first five years of the proposed program and provide an explanation of how the institution will sustain funding needs. *The total funding and expenses in the table should be the same, or explain sources(s) of additional funding for the proposed program.

▶ A. Funding Sources, by year of program	1st Year	2nd Year	3rd Year	4th Year	5th Year

The resource requirements and planned sources of funding of the proposed program must be detailed in order to assess the adequacy of the resources to support a quality program. This cost information is required for all program proposals.

Cost/Funding Explanation
Complete the table for the first five years of the proposed program and provide an explanation of how the institution will sustain funding needs. The total funding and expenses in the table should be the same, or explain sources of additional funding for the proposed program (see table below). For each section, provide an explanation of revenue or costs.

If you wish to upload cost/funding documents in lieu of a completed Cost/Funding form--or if you have supplemental documentation--please use the file upload.

A. Funding Sources, by year of program	1st Year	2nd Year	3rd Year	4th Year	5th Year
Total Resources Available from Federal Sources					
New :	0	0	0	0	0
Existing :	0	0	0	0	0
Narrative Explanation/Justification :					
Total Resources Available from Other Non-State Sources					
New :	0	0	0	0	0
Existing :	0	0	0	0	0
Narrative Explanation/Justification :					
State Resources					
New :	0	0	0	0	0
Existing :	0	0	0	0	0
Narrative Explanation/Justification :					
Internal					

Assessment

Please describe plans to evaluate students' post-graduate success.

Commenting on a Proposal

Institutional representatives will be notified via e-mail when new proposals have been posted to the Program Approval System. The comment period for proposals is limited to 30 days. During this time, each institution should review the proposal and post any comments or questions. If institutional representatives do not post a comment or question within the 30-day period, this will constitute **implicit consent**.

To post a comment or question:
Click on the pencil icon next to the program that you would like to review. This will open up the proposal. Choose the tab (Cost, Assess, etc.) that is relevant to your comment. Then, click "User Comments" on the left side of the screen. Click on the "Add Comment" button to add your comment to the proposal.

Next Steps

An approval notification is sent via email. Upon receipt of approval, the system representative with access to the program inventory must go to the Program Inventory system and provide required information. The program will not be active in the inventory until the last step is completed by KCTCS and approved by CPE staff.