

USER GUIDE

Notification of Intent (NOI) and Kentucky Postsecondary Program Proposal System (KPPPS)

This manual contains basic instructions for submitting a notification of intent and completing a pre-proposal and full proposal for a new academic program.

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DEMAND	
COST	
ASSESSMENT	
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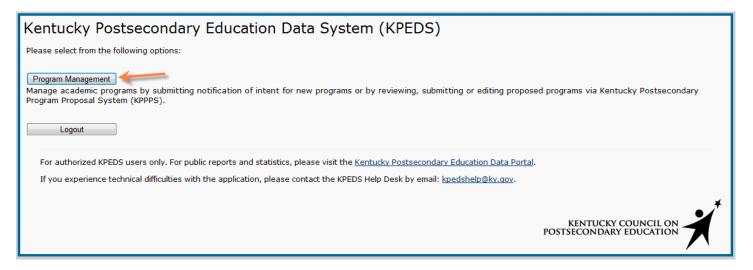
1. LOGIN

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 <u>kpedshelp@ky.gov</u> 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 <u>Kentucky Postsecondary Education Data Portal</u> . If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: <u>kpedshelp@ky.gov</u> .
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To log in:

- Go to the Kentucky Postsecondary Education Data System (KPEDS) at <u>http://kpeds.ky.gov/</u>.
- Enter your username and password.

Once you log in, you will see the screen below. Select "Program Management."



2. NOTIFICATION OF INTENT

Select "Notification of Intent."

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 three years.	
KPPPS Review, submit or edit proposed academic programs.	
Program Review Review existing academic programs.	
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: <u>kpedshelp@ky.gov</u> .	
	KENTUCKY COUNCIL ON POSTSECONDARY EDUCATION

To add a Notification of Intent, click "Add New NOI" and provide the required information. <u>Choose the proposed CIP</u> <u>code that is most aligned to the proposed program's curriculum.</u> For the proposed implementation date, choose any day within the month and year that the implementation is planned.

Manage Notification	n Of Intent (NOI)		
• Add New NOI			
Search NOI			
	Institution :	ALL 🔹	
	Program Title :		
	Degree Level :	Select 🔻	
	CIP 2 Digits :	Select 🔻	
	Year Submitted :	2017 🔹	
		Search	

Notification Of Inter	t	Welcome Kathy Garrett Council on Postsecondary Education Logout
KENTUCKY COL POSTSECONDARY ED	Council on Postsecondary Education	
NOI Id	:	
* Institution	Ashland Community & Technical College	V
* Program Title		
*CIP Code (2-Digit)	Select	
*CIP Code	:	V
* Degree Level	Select	~
* Program Description		
Proposed Implementation Date	:	
	(MM/DD/YYYY - Pick any day of proposed impleme	ntation month)
	FOR CPE USE ONLY	
First Reading	Date :	
Second Reading	Date :	
Approval	Status : SELECT 🗸	
		L
	Submit Withdraw Print Back	
		Copyright © 2012 Commonwealth of Kentucky All rights reserved.

3. DIPLOMAS/CERTIFICATES - Not considered SACSCOC Substantive Change

Certificates or diplomas not considered a substantive change by SACSCOC can be added to the program inventory through the KPPPS portal.

Select "KPPPS" from the KPEDS "Program Management" portal.

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 three years.
KPPPS 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: <u>kpedshelp@ky.gov</u> .
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Select "Add Diploma/Certificate."

Kentucky Postsecondary Program Proposal System		Welcome Kathy Garret Council on Postsecondary Education Logou
		🛸 Resources
Manage Program Proposal		
	Add Pre-proposal Add Diploma/C	Certificate
Proposal Type : Pre-Proposal	\checkmark	
Institution : All	\checkmark	
Degree Level : Select	\checkmark	
CIP 2 Digits : Select	\checkmark	
Submission Year : All	\checkmark	
Proposal Status : All	×	
OR		
Proposal Id :		J
Search	Clear	

Complete all fields marked with a red asterisk. Choose "Save" to save your work and complete the form at a later time or "Submit" to send to CPE for approval.

Once the submission is approved by CPE staff, the program will be added to the program inventory in pending status. It is the institution's responsibility to mark the program as active in the program inventory upon implementation.

Resources		
Administration		
Logout		
	* Institution :	Select
	* Program Type :	Single Institution
	* Program Name :	
	* Degree Level :	Select
	* Degree Designation :	Select
	* CIP Code (2-Digit) :	Select
	* CIP Code :	Select 🗸
	* Minimum Credit Hours Required for Degree :	
	* Maximum Credit Hours Required for Degree :	
	* 100% F2F in classroom :	
	* 100% Distance Learning :	Yes No
	* F2F / Distance Learning :	Yes No
	* Program Implementation Date :	1
	Document Upload :	
	No uploaded file(s) present	
	File Upload :	😢 Select File
		Upload
		opioau
	Comment:	
	Subm	it To CPE 🔽 Go
		Convisiont @ 2011 Commonwealth of Kontucky

4. PRE-PROPOSAL

Select "KPPPS" from the KPEDS "Program Management" portal.

Kentucky Postsecondary Education Data System (KPED	S)
Please select from the following options:	
Notification of Intent Notify CPE of new programs your institution may propose in the next three years.	
KPPPS 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 Ed	ucation Data Portal.
If you experience technical difficulties with the application, please contact the KPEDS Help Desk by email: kpe	edshelp@ky.gov.
POST	KENTUCKY COUNCIL ON
	Welcome Kathy Garre
KPPPS Kentucky Postsecondary Program Proposal System	Council on Postsecondary Educati

		🛸 Resources
Manage Program Proposal		
Add Pre-proposal	Add Diploma/Certificate	
Proposal Type : Pre-Proposal	▼	
Institution : All	>	
Degree Level : Select	~	
CIP 2 Digits : Select	~	
Submission Year : All	\checkmark	
Proposal Status : All	>	
OR		
Proposal Id :		
Search Clear		

Select "Add Pre-proposal."

After selecting "Add Pre-Proposal," you will be directed to the pre-proposal form.

There are six (6) sections of the pre-proposal. You will need to complete each section. The sections may be completed in any order and do not need to be completed at one time. You can save a section and return to KPPPS later by clicking the blue "Save" button at the bottom of the screen.

Basic Information

Complete the Basic Info tab and note that <u>the information on the tab must match the NOI information exactly or the</u> <u>KPPPS system will not accept your pre-proposal</u>.

	ky Postsecondary Council ram Proposal System	Welcome Melissa Be I on Postsecondary Educatio Logo
	Council on Postsecondary Education	
Home	Basic Info Mission Quality Demand Cost Assess	
Pre-Proposal		
User Comments	* Institution : Ashland Community & Technical College	•
Reports		•
Resources Administration	* Program Name :	
Logout		11
Logout	* Degree Level : Select	•
Pre-Proposal Status		▼ Add
🚽 Incomplete	(You must add Degree Designation)	
Unlocked		
• <u>View more status</u>	* Is the program a pre-baccalaureate certificate, Associate of Applied Science (AAS), or diplo program	ma Ves No
Action	* CIP Code (2-Digit) : Select	¥
Select an action V Go	* CIP Code : Select	•
	* Is this a <u>stackable credential?</u> Yes No	
	* Is this program an <u>advanced practice doctorate?</u> Yes No	
	* Program Type : Select	• Help
	* Proposed Implementation Date :	
	Institutional Contact Information	
	* First Name : * Last Name :	
	* Title : * Email :	
	* Work Phone : () X	
	Save >> Next	

Institution – Pre- populated by the system.

Program name – Insert proposed name for the program.

<u>Degree Level</u> – Choose the appropriate one from the dropdown. A full listing of degree and credential definitions can be found on pages in the <u>New Academic Programs: Policy and Procedures</u>.

<u>Degree Designation</u> – Choose from the dropdown box that provides the master list of <u>degree designations</u>.

Is the program a pre-baccalaureate certificate, AAS, or diploma program? Yes/No

<u>CIP Code (2-Digit) and CIP Code</u> - Choose the most appropriate two- digit CIP Code for the program. Once you choose the two-digit code, the four-digit codes within that CIP will populate in the dropdown.

• For a list of CIP codes, please visit: <u>http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55</u>

Is this a stackable credential? Yes/No

• This question is applicable to KCTCS programs only.

Is this program an advanced practice doctorate? Yes/No

• If the proposed program is an advanced practice doctorate, an additional tab, labeled "AdvPrac," will become available. See pages 17 - 18 for directions for completing this portion of the pre-proposal.

Program Type

- <u>Collaborative</u> refers to an academic program under the sponsorship of more than one institution or organization and contains elements of resource sharing agreed upon by the partners. None of the participating institutions delivers the entire program alone, and the partnering institutions/organizations share responsibility for the program's delivery and quality. The credential awarded may indicate the collaborative nature of the program.
- <u>Joint</u> refers to an academic program in which students study at two or more institutions and the institutions grant a single academic award bearing the names, seals, and signatures of each of the participating institutions.
- <u>Single Institution</u> is an academic program offered solely by one institution.

Proposed implementation date - Click on calendar to choose date.

<u>Institutional Contact Information</u> – Provide information for the person who can answer detailed questions about the proposed program.

Click "Save" then "Next."

Mission Tab

A program should adhere to the role and scope of the institution as set forth in its mission statement and as complemented by the institution's strategic plan. In addition, there should be a clear connection between the proposed program and the state's postsecondary goals.

ome	Basic Info	Mission	Quality	Demand	Cost	Assess		
re-Proposal	busic Into			_	_		_	
ull Proposal		Centrality t	to the Institutio	on's Mission an	d Consistency	y with State's Goals		
ser Comments							Unlocke	ed 🕻
eports								
esources	1. * Provide a br	ief description of	f the program.					
dministration								
ogout								
e-Proposal Status								
Incomplete								
Unlock								
<u>View more status</u>								_/
tion	2. What are the	objectives of the	proposed program	n?				
lect an action 🔻 Go								
	3. Explain how education strates		support the instit	utional mission a	and strategic p	iorities and the statew	ride <u>postsecor</u>	nda
	4. Is an approva	l letter from Edu	ication Professiona	l Standards Board	l (EPSB) require	d?	Yes	No
			Do you	Agree or	Disagree	2		
			Doyou		Disagree	• •		

1. Provide a brief description of the program.

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

2. What are the objectives of the proposed program?

These objectives should deal with the specific institutional and societal needs that this program will address. Societal needs encompass social, economic, environmental, and other needs at the local through global levels. Please note that "program objectives" are not synonymous with "student learning outcomes."

3. Explain how the objectives support the institutional mission and strategic priorities and the statewide postsecondary education strategic agenda.

Describe how the program will address the institution's mission and strategic goals. Highlight which areas of the institutional plan will be furthered through implementation of this program.

The state's strategic plan for postsecondary education focuses on the areas of opportunity, success, and impact. Identify which areas and specific policy objectives your program will address.

4. Is an approval letter from Education Professional Standards Board (EPSB) required?

If this program leads to teacher, principal, or superintendent certification, rank change, etc., EPSB approval should be sought after CPE approval. Upon CPE approval, the program will be entered into the statewide program inventory. You should upload a pdf of the EPSB approval letter to the program's entry in the program inventory.

Click "Save" then "Next."

Quality Tab

Increases in degree production and completion rates, while critical, cannot be achieved at the expense of academic quality. The program approval policy values both academic quality as well as faculty and staff efforts to facilitate student success.

Basic	Info	Mission	Quality	Demand	Cost	Assess		
			Program (Quality and Stud	ent Success			
Incor	nplete						Unlo	cked 🛐
1. What	t are the ir	ntended student le	arning outcomes	of the proposed pro	gram?			
*								1
2. How *	will the pr	ogram support or	be supported by a	other programs with	nin the institution?	,		
		pram replace or en program?	hance any existin	g program(s) or tra	cks, concentration	ns, or specializations	C Yes	□ No
4. * Wi	ll this be a	100% distance le	arning program?				🗆 Yes	🗆 No
		gram utilize alterna ng/weekend classe		nats (e.g. distance purses)?	learning, technolo	gy-enhanced	🗌 Yes	🗆 No
6. * An	e new or a	dditional faculty ne	eded?				🗌 Yes	🗆 No
				n-level student lear nents and the progr		/ describing the rela arted in 2017).	tionship	between
		oad the curriculum	including full co	urse names and cou	irse descriptions.	Click here to downloa	ad the co	- urse
	template.							
		loaded file(s) pres	ent					
	File Uploa	id * :				🖹 Select File		
				Upload				

1. What are the intended student learning outcomes of the proposed program? *This question pertains to program-level, not course-level, learning outcomes.*

- **2.** How will the program support or be supported by other programs within the institution? *Explain any shared faculty, shared courses, collaborative research, etc.*
- 3. Will this program replace or enhance any existing program(s) or tracks/concentrations/specializations within an existing program?

If so, please explain which programs will be enhanced or eliminated as a result of the proposed program.

4. Will this be a 100% distance learning program?

This is defined as an academic program in which all of the required courses in a program occur when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.

5. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)? Yes/No

If yes, please check all that apply. At least one box must be checked if "Yes" is indicated above.

- Distance learning courses (courses in which the majority of the instruction occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.)
- Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audioconferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web
- o Technology-enhanced instruction
- Evening/weekend/early morning classes
- Accelerated courses (courses that can be completed in less than a traditional semester)
- Instruction at nontraditional locations, such as employer worksite
- Courses with multiple entry, exit, and reentry points
- Courses with "rolling" entrance and completion times, based on self-pacing
- Modularized courses (standalone segments or components of a parent course for which content has been determined and credit assigned. The sum of the constituent modules is equal to the credit of the parent course. Credit is awarded upon successful completion of all modules comprising the parent course.)
- 6. Are new or additional faculty needed? Yes/No

If yes, complete 6a and 6b.

6a. Please provide a plan to ensure that appropriate faculty resources are available, either within the institution or externally, to support the program.

Faculty resources should be adequate and appropriate for the proposed program. The qualifications of faculty should support the objectives and curriculum of the proposed program.

6b. Note whether faculty will be full-time or part-time.

If new faculty are indicated, please ensure that related expenses are noted in the proposed budget.

7a. 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. 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 and/or copy and paste a visual (chart, table, graphic) into the text box to demonstrate the relationships between course-level student learning outcomes and program-level student learning outcomes.

7b. Please upload the curriculum including full course names and course descriptions. Click here to download the course template. <u>Course Template</u>

Click "Save," then "Next."

Demand Tab

Proposed programs must respond to the needs of the academy and to larger economic and social environments. <u>All</u> <u>proposed programs must address student demand</u>. Programs must also address either employer demand <u>or</u> academic disciplinary needs.

		_
1. Student Demand:		
a. Provide evidence of student demand at the regional, state and national levels. Evidence of student d typically in the form of surveys of potential students or enrollments in related programs at the institution		
methods of gauging student demand are acceptable.		
		//
b. Describe the types of jobs available for graduates, average wages for these jobs, and the number of openings for each type of job at the regional, state, and national levels.	anticipal	ted
(Should not be blank)		
		2
c. If the program proposal is in response to changes in academic disciplinary need, as opposed to emp please outline those changes. Explain why these changes to the disciple necessitate development of a r		
	inter prog	
(Should not be blank)		
		//
 Specify any distinctive qualities of the program. 		
•		
		- //
. Our records indicate the following similar programs exist		
# Enr = Fall Enrollments , Grd = Academic Year Graduates		
For questions on enrollment or degree data, please contact <u>kpedshelp@ky.gov</u> .		
a. * Does the program differ from existing programs in terms of curriculum, focus, objectives, etc.?	Yes	🗆 No
b. * Does the proposed program serve a different student population (e.g., students in a different geographic area, non-traditional students, etc.) from existing programs?	🗆 Yes	🗆 No
c. * Is access to existing programs limited?	Yes	II No.

d. * Is there excess demand for existing similar programs?

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Yes No

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1. Student Demand

1a. Provide evidence of student demand at the regional, state and national levels. 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.

Explain how faculty and staff systematically gathered data, studied the data and estimated student demand for the program. <u>Anecdotal evidence is not sufficient</u>.

1b. Career Opportunities - Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of job at the regional, state, and national levels.

If the program is being proposed to meet employer demand, provide evidence of this within your rea of geographic responsibility as well as the state and national levels. The following are links to helpful resources on employer demand statistics.

- o <u>Kentucky Center for Education and Workforce Statistics</u>
- o <u>Bureau of Labor Statistics: Employment Projections</u>
- o <u>Bureau of Labor Statistics: Occupational Outlook Handbook</u>
- 1c. Changes in Discipline If the program proposal is in response to changes in academic disciplinary need, as opposed to employer demand, please outline those changes. Explain why these changes to the disciple necessitate development of a new program.
- 2. Specify any distinctive qualities of the program.

Note any factors that make the program unique (e.g. whether any faculty are nationally or internationally recognized for expertise in this field; the program builds on the expertise of an existing locally, nationally or internationally recognized program at your institution; etc).

3. Our records indicate the following similar programs exist.

KPPPS will populate a table with information regarding existing similar programs. If there are no other programs at the proposed degree level and CIP code, the table will be blank. Otherwise, answer the following questions.

- **3a.** Does the proposed program differ from existing programs in terms of curriculum, focus, objectives, etc.? If yes, explain the differences in curriculum, focus, and/or objectives. If the proposed program curriculum does not differ substantially from existing programs, then <u>describe the collaborative arrangements being pursued with</u> <u>institutions that offer similar programs</u>. Briefly <u>describe the written and/or verbal conversations</u> you have had with faculty and administrators at institutions with similar programs.
- **3b.** Does the proposed program serve a different student population (i.e., students in a different geographic area, non-traditional students) from existing programs?

If yes, describe the differences in the targeted student population and explain how your program reaches this new population.

3c. Is access to existing programs limited?

If yes, explain why existing programs cannot reach this population.

3d. Is there excess demand for existing similar programs?

If yes, provide evidence that existing programs do not have the capacity to meet current student demand.

Ø For qu	uestions on enrollment or degree data, please contact <u>kpedshelp@ky.gov</u> .		
	a. * Does the program differ from existing programs in terms of curriculum, focus, objectives, etc.?	Yes	No
	b. * Does the proposed program serve a different student population (e.g., students in a different geographic area, non-traditional students, etc.) from existing programs?	🗌 Yes	🗆 No
	c. * Is access to existing programs limited?	Yes	No
	d. * Is there excess demand for existing similar programs?	Yes	🗆 No
student t	be how the proposed program will articulate with related programs in the state. It should describe the cransfer has been explored and coordinated with other institutions. Attach all draft articulation agreem osed program.		
*	(Should not be blank)		
-	File Upload * : Select File		

4. Describe how the proposed program will articulate with related programs in the state. Describe the extent to which student transfer has been explored and coordinated with other institutions. Attach all draft articulation agreements related to this proposed program.

Include a summary of initial discussions with other institutions (both community and technical colleges and universities) about pathways for student transfer. If none have occurred, please explain.

Remember to attach the draft articulation agreements.

Advanced Practice Doctorate Tab

An advanced practice doctorate is designed to meet the workforce and applied research needs of a profession.

Basic In	fo	Mission	Quality	Demand	AdvPrac	Cost	Assess	
			Adva	nced Practice [Ooctorates			
Saved							Unlocked	
1. * Does componen	the curr t? List and	iculum include a c discuss the natur	linical or experien e and appropriate nitment from eac	ntial	clinical sites. specifies the numb	er of students to b	be accommodated	and
	Identifi	es other academic	programs that a	Total Recor				
				File Na	me			
	9	Prog Mod Test 2.	xlsx				0	3
	File Up	oload * :				🔋 Select F	ile	
				Uplo	oad			
*					s of the existing management			cies
that neces	ssitate a	new doctoral pro	gram.			and by specialized		469

1. Does the curriculum include a clinical or experiential component? Upload letters of commitment from each clinical site that specifies the number of students to be accommodated and identifies other academic programs that also use the facilities.

If yes, list and discuss the nature, appropriateness, and availability of clinical sites.

2. Describe how the doctorate builds upon the reputation and resources of the existing master's degree program in the field.

Provide a description of the master's program or programs and note any distinctive qualities of these programs as well as any national recognition bestowed upon the program.

3. Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.

Provide any evidence, such as a professional organization or an accrediting agency requiring a doctorate in order for graduates to practice or advance in the field of study.

					undergraduate will be needed.		at the	institution.	Within t	ne expla	anation,	note	
*													
5. Provid	le evidenc	e that fund	ng for the pr	ogram will	not impair fun	ding of any	existing	program at	any othe	r public	universi	ty.	
*													

4. Explain the impact of the proposed program on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed, or if any courses will be cut.

If there is no impact on undergraduate education, please provide a synopsis of how a new doctorate can be developed and implemented without financial or staffing implications for undergraduate education.

5. Provide evidence that funding for the program will not impair funding of any existing program at any other public university. Upload a letter from each institution with a similar program stating that the proposed program will not negatively impact the existing program.

Include a summary of financial information from institutions with similar programs.

Click "Save," then "Next."

Cost Tab

Institutions must make increasingly-difficult decisions regarding the budgeting of scarce resources. Provide documentation to demonstrate sufficient return on investment to offset new costs and justify approval for the proposed program. An Excel version of the budget template is available <u>here</u>.

A. Estimate the level of new and existing resources that will be required to implement and sustain the program using the spreadsheet below.

Insert information for funding sources for the first five years of the proposed program.

Total Resources available from Federal Sources

If amount other than \$0, please provide narrative explanation/justification. Federal sources include grants, earmarks, etc.

Total Resources Available from Other Non-State Sources

If amount other than \$0, please provide narrative explanation/justification. Non-state sources include philanthropies, foundations, individual donors, etc.

Total Resources Available from State Resources

If amount other than \$0, please provide narrative explanation/justification. State sources include general fund revenue, grants, pass-thru funds, etc.

Total Resources Available from Internal Allocation/Reallocation

If amount other than \$0, please provide narrative explanation/justification. The source and process of allocation and reallocation should be explained, including an analysis of the impact of the reduction on existing programs and/or organization units.

Total Resources Available from Student Tuition

In narrative explanation/justification, please describe how student tuition figures were calculated (e.g., X students per semester multiplied by tuition rate, plus fees.)

TOTAL : This is pre-populated by KPPPS.

Home	Basic Info	Mission (Quality	Demand	Cost	As	sess	
Pre-Proposal		Cos	t and Eundi	ng of the Dr	- oposed Prog	Iram		
Full Proposal User Comments		003		ing of the Fi	oposed Prog	Jiani		
Reports	Incomplete							Unlocked 📋
Help	1 Estimate the lev	vel of new and existi		that will be	required to in	nlement and	sustain the I	program using
Administration	the spreadsheet b	elow.	ng resources	chac will be		ipieniene ana	Sustain the	program asing
Logout	🜔 A. Funding S	ources, by year of	program	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Pre-Proposal Status	Total Resources /	Available from Feder	al Sources					
H Incomplete		New :						
🖸 Unlock		Existing :						
• <u>View more status</u>	Narrative Expl	anation/Justification :						
Action								
	Total Resources	Available from Other	Non-State So	ources				
Select an action 👻 Go		New :						
		Existing :						
	Narrative Expl	anation/Justification :						
	Harradive Expl	anddony5d5cheddorr.						
	State Resources							
		New :						
		Existing :						
	Narrative Expla	anation/Justification :						
	Internal							
		Allocation :						
		Reallocation :						
	Narrative Expla	nation/Justification 🛛						
	Student Tuition							
		New :						
		Existing :						
	Narrative Expla	nation/Justification @						
	Total							
	- otur	New :	\$0	\$0	\$0	\$0	\$	60
				\$0	\$0	\$0		60
	Tatal	Existing :		\$0	\$0	\$0		60
	Total	Funding Sources :	φu	ΦU	φu	φ	3	v

Cost Tab (continued)

B. Breakdown of Budget Expenses/Requirements.

Insert information for budget expenses/requirements for the first five years of the program.

Staff

- Executive, administrative, and managerial
- Other Professional
- Faculty
- Graduate Students
- Student Employees

If amount other than \$0 for any of the above staff categories, please provide narrative explanation/justification in the last box of the staff category (See screen shot below).

- Identify the number of new faculty required and whether the new hires will be part-time or full-time.
- Identify the number of assistantships/stipends that will be provided. Include the level of support for each assistantship/stipend.
- Graduate assistantships should be listed only if the program being submitted is at the master's or doctoral level.

B. Breakdown of Budget Expenses/Requirements	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Staff: Executive, administrative, and managerial					
New :					
Existing :					
Other Professional					
New :					
Existing :					
Faculty					
New :					
Existing :					
Graduate Assistants (if master's or doctorate)					
New :					
Existing :					
Student Employees					
New :					
Existing :					
Narrative Explanation/Justification 📀					

Cost Tab (continued)

Equipment and Instructional Materials

If amount other than \$0, please provide narrative explanation/justification. Explain the types of equipment and instructional materials that will be purchased as a result of the proposed program.

Library

If amount other than \$0, please provide narrative explanation/justification. Amount should include new journal subscriptions, collections, and electronic access.

Contractual Services

If amount other than \$0, please explain the types of contractual services that will be procured.

Academic and/or Student Services

If amount other than \$0, please explain the types of academic and student support services that will be provided by the proposed program.

Other Support Services

If amount other than \$0, please explain what support services will be provided.

Faculty Development

If amount other than \$0, please explain how this money will be used (travel, conferences registrations, on-site consultants, etc.)

Assessment

Includes major field exam costs, costs associated with licensure testing (e.g., NCLEX), etc. If amount other than \$0, please provide narrative explanation/justification.

Student Space and Equipment

Include only if proposed program is a doctorate.

If amount other than \$0, please provide an explanation of student space that must be procured and any equipment for student use that must be purchased.

Faculty Space and Equipment

Include only if proposed program is a doctorate.

If amount other than \$0, please provide an explanation of space and equipment that must be procured for program faculty.

Other

If amount other than \$0, please provide narrative explanation/justification.

TOTAL: This will be populated by KPPPS.

Assessment Tab

Describe the program's plan for assessing student learning. The description should include plans for annual evaluation of programlevel student learning outcomes.

Home	Basic Info	Mission	Quality	Demand	Cost	Assess	
Pre-Proposal	Dusic Into	MISSION	Quanty	Demund	COSt	AJJCJJ	
Full Proposal			Program	Review and Ass	essment		
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Help	1. * Identify both	the direct and in	direct methods b	y which the intend	ed student lean	ning outcomes wi	ll be assessed.
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Action				Agree or 📃 🛛			
Select an action 🖵 Go	If an institution de consent.	eclines to comment	t or fails to comme	nt on another institu	tion's pre-proposa	al, CPE will consider	r that implicit
	CPE Administrator	r Comments :					
			Back << Sa	ve This Section	 Save 		

1. Describe how each program-level student learning outcome will be assessed and how assessment results will be used to improve the program.

Explain which student learning outcome(s) will be assessed by each assessment method and how frequently each assessment method is administered. Include both direct and indirect methods.

Explain how assessment results will be used to make improvements to the program.

Note that this item refers to program-level, not course-level, assessment and thus course grades are not an appropriate source of data for program-level assessment.

Please see the <u>Resources</u> page for assessment information.

6. PRE-PROPOSAL COMMENTS

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

To post a comment or question:

- Find a Pre-Proposal (first screen shot below)
 - Use the drop-down boxes to choose institution, degree level, two-digit CIP, submission year, and/or proposal status. You can use any of these search options. You do not have to fill in all search criteria.
- Submit a comment or question (second screen shot below)
 - Click on the pencil icon next to the program that you would like to review. This will open up the preproposal (see below). Choose the tab (Mission, Cost, 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 pre-proposal.

earch Proposal		
Instituti	n : All	
Degree Lev	el : Select	
CIP 2 Dig	ts : Select	
Submission Ye	ar : 2013	
Proposal Stat	JS : All	

	Total Rec	ord Count: 28				Export: 🖾	
Institution Name	Program Title	Degree Designation	СІР	Submission	Completion	Status	
Eastern Kentucky University	Social Justice Studies	BACHELOR O	30.9999			Incomplete	
Kentucky State University	Doctor of Nursing Practice	DOCTOR OF	51.1602	9/7/2013		Under Review	
Maysville Community & Technical College	Emergency Medical Services - P	POSTSECOND	51.0904.30			Under Review	\$
Maysville Community & Technical College	Apprentice Cosmetology Instruc	POSTSECOND	12.0401	6/21/2013		Approved	\$

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Home Pre-Proposal	Mission Quality Demand Cost Assess
User Comments Reports	Add New Comment
Help	No entries.
Administration Logout	
Pre-Proposal Status	
🐱 Under Review	
Locked	
• <u>View more status</u>	

7. INSTRUCTIONS FOR POSTING FULL PROPOSALS

Once the pre-proposal has been approved, a "Full Proposal" tab will appear (see below). For specific examples and instructions on each of the sections, please see the Pre-Proposal section of the manual. The following sections will cover only information that is unique to the full proposal.

After selecting "Full Proposal," you will be directed to the area where you will complete the proposal. Certain fields will be pre-populated from the approved pre-proposal. You may edit your response if desired.

Help Program Type : Single Institution Administration 		am Proposal System	Logou
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* First Name :		* Anticipated Date for Granting First Degrees : (Should not be blank)	
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		* First Name :	
		* Last Name :	
* Title :		* Title :	
* Email :		* Email :	
* Work Phone : () X		* Work Phone : () X	

Mission Tab

Home	Basic Info	Mission	Quality	Demand	Cost	Assess	
Pre-Proposal							
Full Proposal		Centrality to	o the Institut	ion's Mission ar	a Consistency	y with State's Goals	-
User Comments	📙 Incomplete						Unlocked 🛅
Reports	👝 Please no	te that certain f	fields have bee	n pre-populated	from your app	roved pre-proposal. Yo	ou may edit your
Resources	i response	if desired, or le	ave as it is sho	wn.			
Administration	A program will a	adhere to the role	and scope of th	e institution as set	forth in its missi	on statement and as con	nplemented by the
Logout	institution's stra						
Proposal Status	1. List the object that this program	tives of the prop n will address.	osed program.	These objectives sł	hould deal with t	the specific institutional	and societal needs
Incomplete	test						
Unlocked							
• <u>View more status</u>							
Action							
Select an action 🗸 Go							
	2. Explain how t	he proposed prog	ram relates to th	ne institutional miss	sion and academi	ic strategic plan.	
	test						
	3. Explain how t	he proposed prog	ram addresses t	he state's postseco	ndary education	strategic agenda.	
	(Should	d not be blank)					
1							

- 1. List the objectives of the proposed program. These objectives should deal with the specific institutional and societal needs that this program will address. *This is pre-populated but can be edited.*
- 2. Explain how the proposed program relates to the institutional mission and academic strategic plan.
- **3.** Explain how the proposed program addresses the state's postsecondary education strategic agenda. Note that questions 2 and 3 are included in the pre-proposal as a single item. In the proposal phase, these are separated into two separate questions to allow for expanded descriptions.

Quality Tab

	ky Postsecondary Welcome Paul Blankenshi Council on Postsecondary Education Logou
	Eastern Kentucky University OTD-DOCTOR OF OCCUPATIONAL THERAPY 51.2306-Occupational Therapy/Therapist.
Submission Date : Friday	7, April 27, 2012
Home	Basic Info Mission Quality Demand Cost Assess
Pre-Proposal	
Full Proposal	Program Quality and Student Success
User Comments	Hunder Review Locked 🗈
Reports	🚗 Please note that certain fields have been pre-populated from your approved pre-proposal. You may edit your
Help	• response if desired, or leave as it is shown.
Administration	The curriculum should be structured to meet the stated objectives and student learning outcomes of the program.
Logout	1. List all student learning outcomes of the program.
Proposal Status	
🖌 Under Review	
Locked	
• <u>View more status</u>	 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.
Action	
Select an action 💌 Go	
	No uploaded file(s) present
	File Upload* : Browse
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	3. Highlight any distinctive qualities of this proposed program.
	4. * Will this program replace any existing program(s) or specializations within an existing program? 🛛 Yes 🔲 No
	Please specify.
	*
	P. S. d. d. Margari, A. J. C. B. J. Market, "A second s
	5. Include the projected faculty/student in major ratio.
	6. * Is there a specialized accrediting agency related to this program?

- **1.** List all student learning outcomes of the program. *This is pre-populated but can be edited.*
- 2. 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. *This is pre-populated but can be edited.*
- **3. Highlight any distinctive qualities of this proposed program.** *This is pre-populated but can be edited.*
- **4.** Will this program replace any existing program(s) or specialization within an existing program? *This is pre-populated but can be edited.*
- 5. Include the projected faculty/student in major ratio. *Provide an estimate based on expected enrollment.*

6. Is there a specialized accrediting agency related to this program?

Indicate any accrediting agencies (e.g., ABET, ACOTE, etc.) related to the program and whether you intend to seek accreditation.

File Name File Size(KB) DownLoad Describe File Upload**: Browse Upload . Describe the library resources available to support this program. You may attach any documentation provides. . Describe the library resources available to support this program. You may attach any documentation provides. . Describe the library resources available to support this program. You may attach any documentation provides. . Coess to the qualitative and quantitative library resources must be appropriate for the proposed program hould meet recognized standards for study at a particular level or in a particular field where such standard vailable. Adequacy of electronic access, library facilities, and human resources to service the proposed programs of students and faculty will be considered. Total Record Count: 1 File Name File Size(KB) DownLoad P P . Environ . Upload	Γ				г	Fotal Record	Count: 1					
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7. Attach SACS Faculty Roster Form.

Files may be in Word, Excel, or pdf format.

8a. Describe the library resources available to support this program.

Provide a narrative and/or attach any documentation provided to SACS (in Word, Excel, or pdf formats).

8b. Describe the physical facilities and instructional equipment available to support this program. Physical facilities and instructional equipment must be adequate to support a high quality program. The proposal must address the availability of classroom, laboratory, and office space as well as any equipment needs. *Provide a narrative and/or attach any documentation provided to SACS (in Word, Excel, or pdf formats).*

9. Clearly state the admission, and retention, and completion standards designed to encourage high quality.

*	ide the following i		uirements for the program and for		n (some categorie	s may not apply to all
program			Total Rec	ord Count: 1		
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	Want		Add	Clear		

- **9.** Clearly state the admission, and retention, and completion standards designed to encourage high quality. *Be as detailed as possible and address all three components admission, retention, and completion.*
- **10.** Clearly state the degree completion requirements for the program. Include all completion requirements, including any capstone courses, practicum experiences, etc.
- 11. (If applicable) Provide the following information for the program and for each track/concentration/ specialization.

Provide total number of hours required for the degree, number of hours required for the degree core, number of hours in each track/concentration/specialization, number of hours in guided electives, and number of hours in free electives.

A guided elective (or "advised elective") is any elective that is part of a major. A free elective is an elective from any academic area not required for a major or minor.

Indicate a zero for any area not requiring hours (e.g., no free electives in the program).

12. Describe how t	ne proposed program will articulate with related programs in t	he state.	It shoul	ld describe t	the extent
to which student	transfer has been explored and coordinated with other ins				
agreements relate	i to this proposed program.				
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	ith "rolling" entrance and completion times, based on self-pac	ing			
Modulariz					
education,	ribe planned alternative methods of program delivery involvin and/or accelerated degree designs, to increase efficiency, bett eeds, and maximize student success, for both traditional and	er addres	ss stude	ent educatio	
				-	-
					=
					-
CPE Administrator	Comments :				
	Back << Save This Section Save >>	Next			
		Convri	abt @ 201	1 Commonweal	th of Kentuc
		Copyri	9.11 @ 201		ights reserve

- 12. Describe how the proposed program will articulate with related programs in the state. It should describe the extent to which student transfer has been explored and coordinated with other institutions. Attach all draft articulation agreements related to this program. *This is pre-populated but can be edited.*
- **13.** List courses under the appropriate curricular headings. *This is pre-populated but can be edited.*
- 14. Will this program utilize alternative learning formats (e.g., distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses? Please describe planned alternative methods of program delivery involving greater use of technology, distance education, and/or accelerated degree designs, to increase efficiency, better address student educational and workforce needs, and maximize student success, for both traditional and non-traditional students.

The pre-proposal asks if alternative learning formats will be used, while the full proposal asks for more detailed plans on the use of these alternative formats.

Demand Tab

Home	Basic Info Mission Quality Demand Cost Assess
Pre-Proposal	
Full Proposal	Program Demand/Unnecessary Duplication
User Comments	Under Review Locked 🚺
Reports	🚗 Please note that certain fields have been pre-populated from your approved pre-proposal. You may edit your
Help	Please note that certain fields have been pre-populated from your approved pre-proposal. You may edit your response if desired, or leave as it is shown.
Administration	1. Student Demand: Clearly describe all evidence of student demand, typically in the form of surveys of potential
Logout	students and/or enrollments in related programs at the institution.
Proposal Status	a. Provide evidence of student demand at the regional, state and national levels.
🐱 Under Review	
Locked	
• <u>View more status</u>	
Action	
Select an action 💌 Go	
	b. Identify the applicant pool and how they will be reached.
	c. Describe the student recruitment and selection process.

1. Student Demand

1a. Provide evidence of student demand at the regional, state and national levels.

Explain how student demand was determined. If student surveys have been collected, provide information regarding sample size, sampling methodology, and response rate.

1b. Identify the applicant pool and how the students will be reached.

If an undergraduate program, please provide information regarding plans to reach first-time freshman and other native students, as well as transfer students.

1c. Describe the student recruitment and selection process.

Describe the processes for recruitment and the admission criteria for both native and transfer students.

Demand Tab (Continued)

2013-2014 2014-2015 2015-2016		
013-2014		
ademic Year	Degrees Conferred	Majors (Headcount) – Fall Semester
	n. Id student demand	d student demand for the first five years of the pr

1d. Identify the primary feeders for the program.

List the colleges, schools, programs from which students for this program will be recruited.

1e. Provide any evidence of a projected net increase in total student enrollments to the campus as a result of the proposed program.

Explain how the program is designed to increase the overall institutional enrollment.

1f. Project estimated student demand for the first five years of the program.

Provide as accurate projections as possible based on 1a.

Demand Tab (Continued)

2. Employer Demand:

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

a. Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of jobs at the regional, state, and national levels.

3. Academic Disciplinary Needs:

If the program proposal is in response to changes in academic disciplinary need, as opposed to employer demand, please outline those changes. Explain why these changes to the disciple necessitate development of a new program.

2. Employer Demand

2a. Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of job at the regional, state, and national levels.

Please note that you should address either employer demand or academic disciplinary needs.

If your program addresses employer demand, use all available data to make this section as specific as possible. Be sure to include information from regional, state, and national market analyses.

3. Academic Disciplinary Needs

Clearly describe all evidence justifying a new program based on changes in the academic discipline or other academic reasons.

If your program is designed to meet an academic disciplinary need rather than employer demand, please provide details related to changes in the discipline that necessitate a new program.

Demand Tab (Continued)

4. Similar programs:					
A new program may serve the same potential student population. The proposed program must be sufficiently different from existing programs in the state or access to existing programs must be sufficiently limited to warrant initiation of a new program.					
a. * Are there similar programs in other Southern Regional Education Board (SREB) states and in the ration?					
Please identify similar programs in other SREB states and in the nation.					
b. Our records indicate the following similar programs exist at public institutions in Kentucky. # Enr = Fall Enrollments , Grd = Academic Year Graduates					
For questions on enrollment or degree data, please contact kpedshelp@ky.qov. CPE Administrator Comments :					
Back << Save This Section Save >> Next					
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4. Similar Programs

4a. Are there similar programs in other Southern Regional Education Board (SREB) states and in the nation? *If yes, identify the similar programs in other SREB states and in the nation.*

SREB states include Alabama, Arkansas, Delaware, Florida, Geogia, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

4b. Our records indicate the following similar programs exist at public institutions in Kentucky. *This is pre-populated with data from the statewide program inventory.*

Cost Tab

Please note that certain fields have been pre-populated from your approved pre-proposal. You may edit your response if desired, or leave as it is shown.
 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 to tailout a sources of this proposed program on the institution's overall need for funds.
 * Will this program require additional resources?
 Yes No
 Please provide a brief summary of additional resources that will be needed to implement this program over the next five years.
 Will this program impact existing programs and/or organizational units within your institution?
 Yes No
 Please describe the impact.
 Will this program impact existing programs and/or organizational units within your institution?
 Yes No
 Please describe the impact.

1. Will this program require additional resources?

If yes, provide a brief summary of additional resources that will be needed to implement this program over the next five years.

- 2. Will this program impact existing programs and/or organizational units within your institution? If yes, describe the programs that will be closed or reorganized or what resources will be impacted by the proposed program.
- 3. Provide adequate documentation to demonstrate sufficient return on investment to the state to offset new costs and justify approval for the proposed program.

Note whether the program is predicted to increase retention rates, and, therefore, generate tuition dollars; increase revenue by attracting a new pool of students; meet employment needs in the state; feed into graduate that have been shown to be beneficial to the economic needs of the state, etc.

If no new costs are anticipated, please explain.

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

This is pre-populated. Be sure to include any updates and justification () for all sections that include costs. The totals will pre-populate. ().

Cost Tab (Continued)

This section is identical to the pre-proposal Cost section. Please provide any updates, and ensure that all relevant narrative explanation/justification have been completed.

B. Breakdown of Budget Expenses,	/Requirement	ts 1 st Year	2 nd Year	3 rd Year 4 th 1	(ear !	5 th Year
Staff: Executive, administrative, and	managerial					
New :						
Existing :						
ther Professional						
New :						
Existing :						
aculty						
New :				_	_	
Existing :						
Graduate Assistants (if master's or de	octorate)	1				
New : Existing :						
itudent Employees						
New : Existing :				-		
Narrative Explanation/Justification 🤗		Be careful!	This narra	tive is for t	he	
		entire secti	on for staf	fing costs.		
quipment and Instructional Material	s					
new :		1	I	1		
Existing : Narrative Explanation/Justification :						
ibrary						
New :				_		
Existing : Narrative Explanation/Justification :		1		1		
ontractual Services						
New :						
Existing :						
Narrative Explanation/Justification :						
cademic and/or Student Services						
New :						
Existing :						
Narrative Explanation/Justification :						
Other Support Services						
New :						
Existing :						
Narrative Explanation/Justification :						
aculty Development						
New :						
Existing :						
Narrative Explanation/Justification :						
Assessment						
New :						
Existing :						
Narrative Explanation/Justification :						
Student Space and Equipment (if doct	torate)					
New :	oruc)			1		
Existing :						
Narrative Explanation/Justification :						
Faculty Space and Equipment (if doct New :	orate)			1	-	
Existing :					-	
Narrative Explanation/Justification :						
	-					
)ther				1		
New : Existing :			I			
Existing : Narrative Explanation/Justification :						
fotal New :						
Existing :						
Total Budget Expenses/Requirements :						
Expenses/ Requirements :						
rand Total Total Net Cost :						

Assessment Tab

Describe program evaluation procedures for the proposed program. These procedures may include evaluation of courses and
faculty by students, administrators, and departmental personnel as appropriate. Program review procedures shall include standards and guidelines for the assessment of student outcomes implied by the program objectives and consistent with the institutional mission.
1. For each assessment method, please provide direct indicators of achievement of program-level student learning outcomes and frequency of data collection:
a. Which components will be evaluated?
(Should not be blank)
b. When will the components be evaluated?
(Should not be blank)
c. When will the data be collected?
(Should not be blank)

1. For each assessment method, please provide direct indicators of achievement of program-level student learning outcomes and frequency of data collection:

1a. What components will be evaluated?

Identify each student learning outcome to be assessed and in which courses it is covered in the curriculum.

Note whether employers, students/alumni, and/or faculty outside the program were involved in the development of student learning outcomes.

1b. When will the components be evaluated?

Identify the review cycle for each student learning outcome. For example, data may be collected every semester (1c. but results analyzed every third year.

1c. When will the data be collected?

Note when the data will be collected (which may be different than when the assessment is conducted).

Assessment Tab (Continued)

d. How will the data be collected?
(Should not be blank)
e. What will be the benchmarks and/or targets to be achieved?
(Should not be blank)
f. What individuals or groups will be responsible for data collection?
(Should not be blank)
g. How will the data and findings be shared with faculty?
(Should not be blank)

1d. How will the data be collected?

.

Describe the methods and software used to collect the assessment data.

1e. What will be the benchmarks and/or targets to be achieved?

Indicate the type of benchmark used (local standards, external peer benchmarks, best practices benchmarks, etc.) and the specific performance standards to be achieved for each student learning outcome.

Explain the process by which the benchmarks and targets were determined. Note whether employers, students/alumni, and/or faculty outside the program were involved in the benchmarking process.

1f. What individuals or groups will be responsible for data collection?

Specify whether the assessment process will be led by one person, whether that person is faculty or staff, or whether this effort will be led by a group of faculty and/or staff.

1g. How will the data and findings be shared with faculty?

Explain the elements of the data reports and the process by which it is shared with faculty.

	h. How will the data be used for making programmatic improvements?	
(Should not be blank)		
	/i	
2. What are the measures of teaching effectiveness?		
	(Should not be blank)	
3. What efforts to improve teaching effectiveness will be pursued based on these measures?		
	(Should not be blank)	
4. What are the plans to evaluate students' post-graduate success?		
	(Should not be blank)	
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Assessment Tab (Continued)

1h. How will the data be used for making programmatic improvements?

Explain the process by which faculty will discuss the assessment results and make curricular changes.

- **2.** What are the measure of teaching effectiveness? *Explain how the program will evaluate instructional quality.*
- **3.** What efforts to improve teaching effectiveness will be pursued based on these measures? *Explain how the information about teaching effectiveness will be used to make pedagogical changes in the program.*

4. What are the plans to evaluate students' post-graduate success?

Explain how the program will identify graduate schools and employers and what questions will be asked in order to assess graduate school and/or workforce success.

8. Troubleshooting in KPPPS

Kentucky Postsecondary Program Proposal System	Welcome Kathy Garrett Council on Postsecondary Education Logout		
Home			
KPPPS Resources			
<u>New Academic Program Policy</u>			
<u>Ask a Question</u>			
• <u>KPPPS Process - KCTCS - AAS</u>			
• KPPPS Process - KCTCS - AA, AS, AFA			
<u>KPPPS Process - Universities</u>			
<u>KPPPS User Manual</u>			
<u>KPPPS Resource Manual with Guiding Questions</u>			
<u>KPPPS Exemplar</u>			
<u>KPPPS Revenue and Expenses Spreadsheet</u>			
Guidance for Quality and Assessment of Student Learning			
 <u>Classification of Instructional Programs (CIP)</u> 			
Browser Help			
	Copyright @ 2011 Commonwealth of Kentucky		

If you have any difficulties logging into the system, please try a different web browser. Google Chrome and Firefox tend to work well.

Once you have opened a pre-proposal or proposal, you will see a "Resources" button on the left side of the screen. Clicking on this will take you to the page above. This page will have links to this User Manual and other helpful information.

If you have questions regarding KPPPS, click on "Ask a Question." You will be directed to a separate window where your question may be submitted.