Kentucky Council on Postsecondary Education

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.

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 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

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

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

Kentucky Postsecondary Education Data System (KPEDS)

Please select from the following options:

[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).

[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.

KENTUCKY COUNCIL ON POSTSECONDARY EDUCATION

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: kpedshelp@ky.gov.

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 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 Of Intent (NOI)

⊕ Add New NOI

Search NOI

Institution :	ALL
Program Title :	
Degree Level :	Select...
CIP 2 Digits :	Select...
Year Submitted :	2017

Search

N O I Notification Of Intent

Council on Postsecondary Education

NOI Id :

* Institution : Ashland Community & Technical College

* Program Title :

*CIP Code (2-Digit) : Select...

*CIP Code :

* Degree Level : Select...

* Program Description :

Proposed Implementation Date :

(MM/DD/YYYY - Pick any day of proposed implementation month)

FOR CPE USE ONLY
First Reading Date :
Second Reading Date :
Approval Status : SELECT

Submit   Withdraw   Print   Back

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.

Select "Add Diploma/Certificate."

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 : ☑ Yes ☐ No

* 100% Distance Learning : ☐ Yes ☐ No

* F2F / Distance Learning : ☐ Yes ☐ No

* Program Implementation Date : [   ] 📅

Document Upload :

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File Upload : [   ] [📄 Select File]

[Upload]

Comment:

[   ]

[Submit To CPE ▾] [Go]

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4. PRE-PROPOSAL

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

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 KPPPS system will not accept your pre-proposal</u>.

Institution – Pre- populated by the system.

Program name – Insert proposed name for the program.

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

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

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

CIP Code (2-Digit) and CIP Code - 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: http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55*

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
- Collaborative 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.
- Joint 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.
- Single Institution is an academic program offered solely by one institution.

Proposed implementation date - Click on calendar to choose date.

Institutional Contact Information – 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.

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 Student Success

Incomplete   Unlocked

1. What are the intended student learning outcomes of the proposed program?
*

2. How will the program support or be supported by other programs within the institution?
*

3. * Will this program replace or enhance any existing program(s) or tracks, concentrations, or specializations within an existing program? ☐ Yes ☐ No

4. * Will this be a 100% distance learning program? ☐ Yes ☐ No

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

6. * Are new or additional faculty needed? ☐ Yes ☐ No

7. 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 (started in 2017).

Please upload the curriculum including full course names and course descriptions. Click here to download the course template.

No uploaded file(s) present

File Upload * :   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, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web
   - 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. Course Template**

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 proposed programs must address student demand</u>. Programs must also address either employer demand <u>or</u> academic disciplinary needs.

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1. Student Demand:

    a. 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.

    b. 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.

> (Should not be blank)

    c. 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.

> (Should not be blank)

2. Specify any distinctive qualities of the program.

3. Our records indicate the following similar programs exist

    # Enr = Fall Enrollments , Grd = Academic Year Graduates

  For questions on enrollment or degree data, please contact kpedshelp@ky.gov.

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

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. Anecdotal evidence is not sufficient.

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 *Kentucky Center for Education and Workforce Statistics*
- o *Bureau of Labor Statistics: Employment Projections*
- o *Bureau of Labor Statistics: Occupational Outlook Handbook*

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 describe the collaborative arrangements being pursued with institutions that offer similar programs. Briefly describe the written and/or verbal conversations 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.

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

4. 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 proposed program.

*
(Should not be blank)

File Upload * : [   ]   📄 Select File

Upload

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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 Info	Mission	Quality	Demand	**AdvPrac**	Cost	Assess

Advanced Practice Doctorates

💾 Saved   Unlocked 🔓

If the proposed program is an advanced practice doctorate, please address the following.

1. * Does the curriculum include a clinical or experiential component?   ☑ Yes ☐ No

List and discuss the nature and appropriateness of available clinical sites.

*
[text box]

* Supply 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.

Total Record Count: 1

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Upload

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

*
[text box]

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

*
[text box]

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.

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.

   *

5. Provide evidence that funding for the program will not impair funding of any existing program at any other public university.

   *

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 [here](#).

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 |
| Pre-Proposal |
| Full Proposal |
| User Comments |
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| Logout |

Pre-Proposal Status

💾 **Incomplete**

📄 **Unlock**

▶ View more status

Action

| Select an action... ▾ | Go |

| Basic Info | Mission | Quality | Demand | Cost | Assess |

Cost and Funding of the Proposed Program

💾 Incomplete   Unlocked 📄

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

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

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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	1st Year	2nd Year	3rd Year	4th Year	5th 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 program-level student learning outcomes.

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 Resources 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 pre-proposal (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.

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.

Mission Tab

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

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.

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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.

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6. * Is there a specialized accrediting agency related to this program?   ☐ Yes   ☑ No

7. Attach SACS Faculty Roster Form. See instructions.

Faculty resources shall be demonstrated to be adequate and appropriate for the proposed program. The number of faculty should meet external standards where appropriate. The qualifications of faculty will support the objectives and curriculum of the proposed program.

	File Name	File Size(KB)	DownLoad	Delete
📎			●	✖

Total Record Count: 1

File Upload* : [   ] Browse...

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8. A. Describe the library resources available to support this program. You may attach any documentation provided to SACS.

Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

	File Name	File Size(KB)	DownLoad	Delete
📎			●	✖

Total Record Count: 1

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B. 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.

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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.

10. Clearly state the degree completion requirements for the program.

11. Provide the following information for the program and for each specialization (some categories may not apply to all programs):

Total Record Count: 1

Name	Total number of hours required for degree	Number of hours in degree program core	Number of hours in track	Number of hours in guided electives	Number of hours in free electives	
Program						❌

Name :

Total number of hours required for degree :

Number of hours in degree program core :

Number of hours in specialization :

Number of hours in guided electives :

Number of hours in free electives :

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 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 proposed program.

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13. List courses under the appropriate curricular headings.
Click here to download the course template.

Total Record Count: 1

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📎		✓	✗

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

Please check all that apply.
☐ Distance learning
☐ Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web
☐ Technology-enhanced instruction
☐ Evening/weekend/early morning classes
☐ Accelerated courses
☐ 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

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.

CPE Administrator Comments :

[Back <<] [Save This Section ▼] [Save] [>> Next]

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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

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)

d. Identify the primary feeders for the program.

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

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

Academic Year	Degrees Conferred	Majors (Headcount) – Fall Semester
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		30

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.
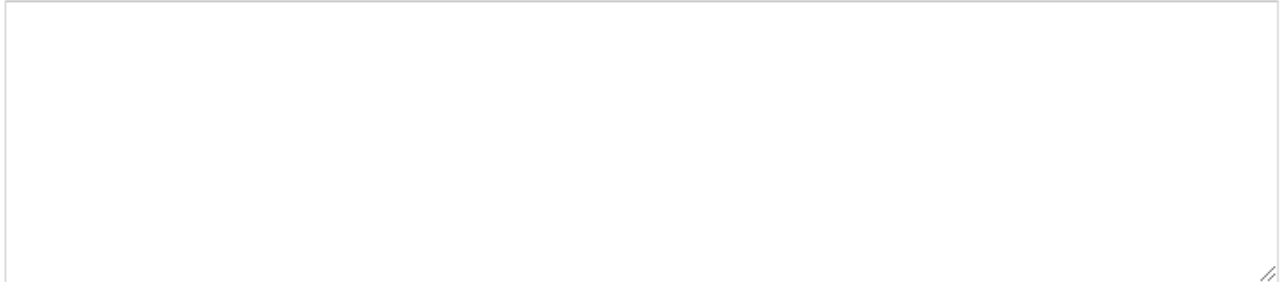 *Provide as accurate projections as possible based on 1a.*
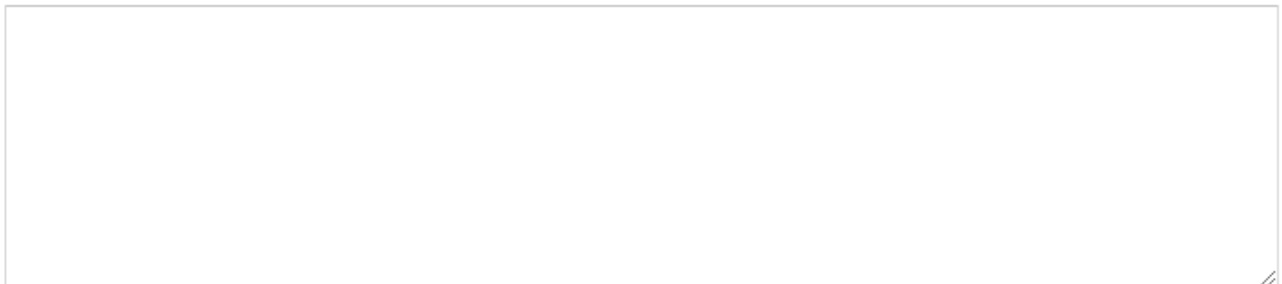
Demand Tab (Continued)

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.

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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 nation?   ☐ Yes ☐ No

   Please identify similar programs in other SREB states and in the nation.

   [text box]

b. Our records indicate the following similar programs exist at public institutions in Kentucky.
   # Enr = Fall Enrollments , Grd = Academic Year Graduates

   [text box]

   ⓘ For questions on enrollment or degree data, please contact kpedshelp@ky.gov.

CPE Administrator Comments :

   [text box]

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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

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	1st Year	2nd Year	3rd Year	4th Year	5th Year
Total Resources Available from Federal Sources					
New :					
Existing :					
Narrative Explanation/Justification :					
Total 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					
Total					
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/Requirements	1st Year	2nd Year	3rd Year	4th Year	5th 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					
Equipment and Instructional Materials					
new :					
Existing :					
Narrative Explanation/Justification :					
Library					
New :					
Existing :					
Narrative Explanation/Justification :					
Contractual Services					
New :					
Existing :					
Narrative Explanation/Justification :					
Academic and/or Student Services					
New :					
Existing :					
Narrative Explanation/Justification :					
Other Support Services					
New :					
Existing :					
Narrative Explanation/Justification :					
Faculty Development					
New :					
Existing :					
Narrative Explanation/Justification :					
Assessment					
New :					
Existing :					
Narrative Explanation/Justification :					
Student Space and Equipment (if doctorate)					
New :					
Existing :					
Narrative Explanation/Justification :					
Faculty Space and Equipment (if doctorate)					
New :					
Existing :					
Narrative Explanation/Justification :					
Other					
New :					
Existing :					
Narrative Explanation/Justification :					
Total					
New :					
Existing :					
Total Budget Expenses/Requirements :					
Grand Total					
Total Net Cost :					

Be careful! This narrative is for the entire section for staffing costs.

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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)

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

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.