# Program Change Application

Start of Block: Default Question Block

Q33 The Academic Program Change process facilitates conversations between academic departments or programs and relevant administrative staff. These conversations help to identify and respond proactively to applicable university policies, procedures, and standards; state, federal, and international laws; and promote protections (e.g., intellectual property) for program faculty, students, and administrative staff. Operationalizing new academic programs or changes to existing programs may involve the efforts of more than a dozen academic and administrative offices.

The term “Academic Program” refers to a combination of courses and related activities organized for the achievement of specific learning outcomes as defined by the institution. The term “program” is most often used as a conceptual umbrella that covers programming at both the undergraduate and graduate level, including majors, minors, certificates, specializations, concentrations, etc.

Please contact Kevin Saunders (kevin.saunders@drake.edu) for questions about the process or to request assistance.

Q26 Name of person completing the form.

_____

Q28 Best way to contact person completing the form (email address, Teams call).

_____

Q1 College/School Name (Check all that apply)

- [ ] College of Arts and Sciences (1)
- [ ] College of Business & Public Administration (2)
- [ ] College of Pharmacy & Health Sciences (3)
- [ ] John Dee Bright College (4)
- [ ] Law School (5)
- [ ] School of Education (6)
- [ ] School of Journalism and Mass Communication (7)
- [ ] Cowles Library (8)

Q3 Program or credential level (select all that apply)

- [ ] Course only (1)
- [ ] Certificate (2)
- [ ] Associate (3)
- [ ] Bachelor (4)
- [ ] Master (5)
- [ ] Specialist (6)
- [ ] Doctor (7)
- [ ] Other (8)

---

Q4 Please select the type of change requested (select all that apply).

- [ ] New Program (degree, major, minor, certificate) (9)
- [ ] Program Modification (name change, track, concentration, endorsement) (10)
- [ ] Program Discontinuation (degree, major, minor, certificate) (11)
- [ ] Joint program option (e.g., 3+3, 3+2, or 4+1 programs) (5)
- [ ] New location (Instruction at a facility that is geographically apart from the main campus and it is possible for students to complete 50% or more of the courses in a program) (6)

---

Q2 Program name

O Current program name (as appears in catalog) (4)

_____

O Proposed program name (if new or change) (5)

_____

Q5 Explain the rationale and purpose of the proposed change. (Areas to address may include: alignment to Drake's Mission, market demand, unique aspects of program, cross-disciplinary opportunities, reference to comparable programs/institutions, rationale for discontinuation, etc.)

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q6 **Financial Feasibility Tool*** - The applicant(s) must use the Financial Feasibility Tool to ensure the proposed new or expanded program makes financial sense for the University. Please upload a completed copy of the Financial Feasibility Tool using the box below. Contact the Finance Office for assistance in completing this form.

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q7 Financial Feasibility Summary Statement (provide a narrative summary of the form to communicate reallocation of resources, new costs (including start up, personnel, space and

utilities, scholarships, tuition remission, graduate stipends), timeline for ROI, and overview of new revenue.

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q9 Market Analysis (When possible, refer to market analysis conducted by external entity (e.g., Education Advisory Board, Wiley). What information supports the enrollment projections used in the Financial Feasibility Tool? (Note: the next question allows you to upload documents related to market analysis).

O Briefly describe the intended market (clientele) (1)
_____

O Unique aspects and opportunity provided to clientele (2)
_____

O Enrollment projection with data to support projection (3)
_____

O Employment demand (with evidence) (4)
_____

O Competition analysis (similar programs within market, rationale for program within marketplace) (5) _____

Q31 Please upload any documents that represent external market analysis reports.

*Display This Question:*

*If Please select the type of change requested (select all that apply). = Joint program option (e.g., 3+3, 3+2, or 4+1 programs)*

Q29 Joint Program Feasibility (e.g., 3+3, 3+2)

O Please describe the location of the second degree (Drake program, external program, or both) (1) _____

O Please describe the potential reduction in undergraduate student full time tuition (e.g., loss of senior year tuition). (2) _____

O Please describe the potential reduction in graduate credit tuition (e.g., undergraduate students completing significant graduate degree credits as part of full-time tuition). (3) _____

O Please describe the benefits of this program with specific projections (e.g., increase in new unique undergraduate majors, increase in students continuing to Drake graduate programs) (4) _____

---

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

*Or Please select the type of change requested (select all that apply). = Program Modification (name change, track, concentration, endorsement)*

*Or Please select the type of change requested (select all that apply). = Joint program option (e.g., 3+3, 3+2, or 4+1 programs)*

Q8 Provide a brief overview of program logistics related to the items below. Note that Fall changes require review in February and Spring changes require review in August.

O Proposed program start date (1) _____

O Program length (duration) (2) _____

O Program total credit hours (3) _____

O Admission criteria and process (4) _____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

*Or Please select the type of change requested (select all that apply). = Joint program option (e.g., 3+3, 3+2, or 4+1 programs)*

Q10 Which existing degree programs, if any, may be affected (positively or negatively) as students are recruited into the new program? Briefly describe the anticipated impact.

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

*Or Please select the type of change requested (select all that apply). = Program Modification (name change, track, concentration, endorsement)*

*Or Please select the type of change requested (select all that apply). = Joint program option (e.g., 3+3, 3+2, or 4+1 programs)*

Q27 What other impacts may be associated with this new or changed program (e.g., relationships among faculty and staff, workload expectations, competition for resources/space, specialized accreditation requirements)?

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

*Or Please select the type of change requested (select all that apply). = Program Discontinuation (degree, major, minor, certificate)*

Q11 Substantive Change Review

| | Yes (3) | No (5) | Unsure (4) |
|---|---|---|---|
| 50% or more of the courses are developed specifically for the new program and not derived from courses in an existing program (1) | O | O | O |
| Requires the allocation of substantial financial investment or resources (2) | O | O | O |
| Departure from current programs (i.e., new CIP code at the two-digit level) (3) | O | O | O |
| Plan to hire additional faculty with new expertise (4) | O | O | O |
| Plan to acquire specialized accreditation (5) | O | O | O |
| Starting competency-based education program (6) | O | O | O |
| Cancellation or suspension of program (7) | O | O | O |
| Is the proposed program a "stand alone" certificate program (i.e., student can earn the certificate without seeking another degree from Drake). (8) | O | O | O |

Q13 Educational Objectives and Curriculum

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

*Or Please select the type of change requested (select all that apply). = Program Modification (name change, track, concentration, endorsement)*

Q14 Please describe the educational objectives

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

*Or Please select the type of change requested (select all that apply). = Program Modification (name change, track, concentration, endorsement)*

Q15 Curriculum requirements: Program overview, curriculum guide/outline including Drake Curriculum, and pattern of attendance Describe the curriculum requirements for completion of the degree programs, with clear identification of required and elective courses. Identify new courses to be developed. Include a curriculum calendar for each pattern of attendance for the program. For undergraduate programs indicate how Drake Curriculum Requirements will be met. Outline the pattern of attendance based on required terms of attendance as related to accreditation purposes for the program. Outline the potential ramifications/impact of the curriculum on delivery of other undergraduate/graduate programs, delivery of the Drake Curriculum, or support needs (e.g., Academic Success, online programming, community engaged learning, Drake International). Please coordinate this with unit leadership and Deputy Provost.

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q16 Program assessment What are the learning outcomes for the program? What data/evidence is used to determine that graduates have achieved the stated outcomes for the degree? Who interprets the evidence? What is the process for interpretation? Describe how assessment results will be utilized to improve on the program's effectiveness. Provide a timeline for assessment of the program's success.

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q17 Program accreditation or adherence to licensing standards (if applicable):

O Identify the accrediting/licensing body. (1)
_____

O Describe any communication with the accrediting/licensing body. (2)
_____

O Steps needed to achieve accreditation. (3)
_____

O Indicate any costs/resources required to comply with accreditation/licensing requirements. (4) _____

Q24 Resources

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

*Or Please select the type of change requested (select all that apply). = Program Modification (name change, track, concentration, endorsement)*

Q19 List the current Drake faculty (tenured, tenure-track, consecutive term) who are expected to teach as core faculty in the new program and briefly describe their major accomplishments in research, scholarship or creative activity in the area of the program. If requesting additional faculty, programs should consider starting with continuous appointment/term contracts to support flexibility pending program development and review. If additional, faculty (tenure-track or consecutive term) will be needed by the program, note whether they will be added by reallocation within the college or requested new lines and when any new faculty are expected to be hired. If the program relies on part-time instructors for required courses, project what proportion of courses in the new program will be taught by tenure-track faculty, by full-time nontenure track faculty and by part-time (adjunct) faculty. What will be the desired academic or professional qualifications of the program's nontenure track faculty? Identify any additional nontenure track faculty resources needed by the proposed program.

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q20 Describe any space needs for the program. Coordinate cost estimates for new space renovation with Facilities.

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q21 Describe library resources needed for the program. Coordinate cost estimates for library resources with Dean Cowles Library.

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q22 Describe information technology resources needed for the program. Coordinate cost estimates for additional technology resources with Chief Information Officer.

_____

_____

_____

_____

_____

*Display This Question:*

*If Please select the type of change requested (select all that apply). = New Program (degree, major, minor, certificate)*

Q23 Provide a detailed implementation plan, including recruitment and marketing aspects. This should be a multi-year plan and detail specific implementation tasks to be undertaken by stakeholders.

_____

_____

_____

_____

_____

Q32 The program change process is meant to be collaborative and proactive to solicit input from the relevant offices and communicate program needs. Once the survey is submitted, the application will receive a review from various stakeholders including the Registrar's Office, Finance Office, Library, and ITS. These offices will provide feedback within 10 business days. A compilation of this feedback will be shared with the individual submitting this survey. Any issues or concerns should be addressed before the final document is formally considered by the Provost.

**End of Block: Default Question Block**