Type of Change

Usage

Specify whether the program change is minor or substantial.

Substantial Change

Change of program name or title

Change to 50% or more of content

Change to 50% or more of core

If not substantial, the change is minor.

Program Title

Definition

Provide a title for the new program.

Usage

Appears on student transcript.

Academic Plan

Definition

Unique code for each individual program, will be provided by the Office of the University Registrar.

Usage

Provided.

Authors - Proposed Creators

Definition

Full-time Faculty member(s), as defined by the unit, proposing the change.

Usage

At least one full-time faculty.

All authors listed are notified when workflow is completed.

To check the status of a proposal in process: https://bulletin-working.uakron.edu/courseadmin/

Effective Catalog Year

Definition

<u>Desired</u> year of first entering class.

Usage

Chose from list. Choice does <u>not</u> guarantee program will be approved by the desired year.

Example

Academic Year 2020-2021.

Primary College

Definition

College where program should be housed.

Usage

Only make programs for your own college(s).

Example

College of Polymer Science and Polymer Engineering

Primary Department

Definition

Department where program should be housed.

Usage

Only make program for your own department(s).
Choose primary department from which this program originates.

Example

Polymer Science

Is this program Interdisciplinary?

Definition

Collaboration between more than one academic unit.

Usage

Choose yes or no.

Example

Biomimicry Certificate

Interdisciplinary Department

Usage

Select the department(s) with which you are working.

Is Proposal related to another program proposal?

Definition

Use for a joint degree.

Usage

Choose yes or no.

Example

Combination Bachelor's and Master's degree.

Related Program

Definition

Identify the already existing related program proposal.

Usage

If this is a new program, the target program must already be saved before specifying the relation here.

If two proposals are related, both must go through all university approval steps before they are updated in the bulletin.

Is the current proposal dependent on a related <u>course</u> proposal?

Usage

Choose yes or no. Choose yes if there are new courses being proposed for this program.

Related Courses

Usage

First, enter new courses into CIM.

Second, then complete the current program proposal. The new courses will then be available in the Related Courses list.

Why is this change or addition to the University curriculum being proposed? Provide a concise description:

Usage

Please include a statement of justifications for the new program.

Example

There is a growing demand for professionals in the field of cybersecurity. Cybersecurity experts are needed in the private and public sectors for the detection and prevention of cyber-attacks and cyber-crime incidents.

The cybersecurity professional needs to have an in-depth understanding of network topology, network security, mathematical cryptology, intrusion detection, infrastructure protection, ethical hacking/penetration testing and the detection and prevention cyber-attacks.

This program is designed to cover all of the above topics thoroughly. Students who complete the program will be well-prepared for a wide variety of careers in cybersecurity.

What are the benefits to the student:

Definition

Plainly state the education or job market opportunities the new program will offer a student.

Delivery Sites

Usage

Choose from the list.

BULLETIN INFO

Bulletin Description

Usage

Please enter a description. For a program, <u>focus</u> on the program description.

Avoid language that reads as an advertisement, job placement, or an endorsement from the accrediting body.

Example

Allied Health Care Administration managers work closely with clinical and administrative staff as they process, analyze and report information vital to the delivery of health care. Through our program, you will gain knowledge and experience in both the clinical and business sides of health care.

The Bachelor of Allied Health Care Administration degree allows new students and those holding an Associate of Applied Science degree to earn a bachelor's degree, often a requirement to move into supervisory or management roles.

This degree can also put you on a path toward master's and doctoral-level work in many health-care related professions.

What are the program-specific admissions requirements:

Usage

List the requirements.

Program Type

Usage

Choose from list.

Show the course listing, by groups, as it will appear in the bulletin:

Psychology Core

3750:100	Introduction to Psychology	3
3750:105	Professional & Career Issues in Psychology	1
3750:110	Quantitative Methods in Psychology [1]	4
3750:220	Introduction to Experimental Psychology	4
Select 16 credits of the following:		16
3750:230	Developmental Psychology	
3750:320	Biopsychology	
3750:335	Dynamics of Personality	
3750:340	Social Psychology	
3750:345	Cognitive Processes	
3750:410	Psychological Tests & Measurements	
Total Hours		**28**

[1] The Psychology Department recommends that a student take a statistics course to satisfy their general education math requirement. It is strongly recommended that a student complete statistics prior to 3750:110 Quantitative Methods in Psychology.

Psychology Electives

Complete 12 credits: [1]		12
3750:xxx		
3750:425	Psychology of Hate	
3750:435	Cross-Cultural Psychology	
3750:441	Clinical & Counseling Psychology I	
3750:474	Psychology of Women	
Total Hours		**12**

[1] No more than four credits may be fulfilled with 3750:495 Field Experience in Psychology or 3750:497 Independent Reading/Research in Psychology.

If applicable, please provide a sample plan of study

3rd Year		
FALL SEMESTER		**HOURS**
2020:222	Technical Report Writing	3
2020:256	Technical Calculus II	3
	Computer Programming Elective [1]	2
	Electronic Engineering Technology Electives [4]	6
	Hours	**14**
SPRING SEMESTER		
2020:345	Technical Data Analysis [2]	2
2870:301 or 2920:405	Computer Control of Automated Systems (Sch. Lab) or Introduction to Industrial Machine Control	3
2860:252	Microcontrollers (Sch. Lab) [3]	4
2860:354	Advanced Circuits Applications	3
3400:210	Humanities in the Western Tradition I	4
	Hours	**16**
4th Year		
FALL SEMESTER		
2860:453	Control Systems (Sch. Lab) [3]	4
	Arts Requirement	
	Complex Systems Tag Requirement	3
	Electronic Engineering Technology Electives [4]	3
	Natural Science Requirement	3
Select one of the following:		3
7100:210	Visual Arts Awareness	
7500:201	Exploring Music: Bach to Rock	
	Arts Requirement	
	Hours	**16**
SPRING SEMESTER		
2860:455	Senior Project [3]	2
	Technical Electives [5]	3
	Electronic Engineering Technology Electives [4]	6
Select one of the following:		3
3300:252	Shakespeare & His World	
3600:101	Introduction to Philosophy	
	Arts or Humanities Requirement	

Minimum Required Credits

Usage

Enter the minimum number of credits a student will need to complete the program.

Please justify the number of credit hours (or the change in credit hours):

Usage

If you require more than the University required minimum credits, explain why.

In addition to course requirements, describe <u>track</u> or <u>certification</u> requirements: (e.g. examinations, internships, final projects, thesis, dissertation, exit criteria, etc):

Usage

Enter the details for the program. It is possible additional requirements are not needed.

In addition to course requirements, describe <u>other degree program</u> requirements:

Usage

Enter the details for the program.
It is possible other requirements are not needed.

Describe in general the educational goals and objectives:

Usage

List the goals and objectives of your program.

Explain how the program will help achieve the goals / objectives of the University in terms of its role and mission:

Usage

Enter your response here.

Identify any unique resources that make it particularly appropriate for the University to offer the proposed program:

Usage

What resources does The University of Akron already have that makes the program particularly well suited to us?

Describe career opportunities and/or opportunities for graduate / professional study available for a person who completes the program:

Usage

What's the next step for a student after completing this degree program?

What are the benefits to the University:

Example

Expected increase in enrollment, prestige, increased research opportunities.

What are the benefits to the University System of Ohio and/or the Region:

Example

Expected increase in enrollment, prestige, increased research opportunities.

Are there similar programs offered?

If yes, where:

Usage

Choose at least one: Nationally, Ohio Institutions (public or private), or The University of Akron

List institutions and explain how these programs compare to the one being proposed.

Usage

Enter your details here.

Will this be a joint program with another institution?

Definition

A joint program is: A program available to students from one or more other higher education institutions. The course work can be shared between/among the institutions.

Usage

Choose yes or no.

If yes, please describe how this joint program will be delivered:

Usage

Detail if coursework will be completed at another campus, online, etc.

Specify any articulation agreements (direct transfer opportunities) with other institutions that will be in effect for this program:

Usage

List articulation agreements here.

Indicate whether this proposal was developed to align with the standards of a specialized or programmatic accreditation agency?

Usage

Choose yes or no.

If yes, indicate the institution's plans to pursue programmatic or specialization accreditation for the proposed program. Provide details including a timeline for achieving such accreditation:

Usage

Enter your details and timeline here.

Has this program or a similar program been submitted for approval previously?

Usage

Choose yes or no.

If yes, please explain why it was not approved or withdrawn.

Usage

Enter your explanation here.

ORG STRUCTURE

Describe the organizational structure of the proposed program. In your response, indicate the unit that the program will be housed within and how that unit fits within the context of the overall institutional organizational structure:

Example

The Bachelor of Allied Health Administration program is Housed within The School of Allied Health, in the College of Health Professions.

Describe the reporting hierarchy of the administration, faculty, and staff for the proposed program:

Usage

Enter the reporting hierarchy for your respective department/school and college.

Describe the title of the lead administrator for the proposed program and a brief description of the individual's duties and responsibilities:

Usage

Enter the titles and descriptions of the duties and responsibilities.

Describe any council, committees, or other organizations that support the development and maintenance of the proposed program. Describe the individuals (by position) that comprise

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Contact the Help Desk: E-mail **or (330) 972-6888**

these entities, the terms of their appointment, and the frequency of their meetings:

Usage

External or internal entities that provide guidance and advisement for select programs.

Example

Advisory councils, industry collaborators.

STUDENT ENROLLMENT

Estimate the number of students to be in this program each year:

Usage

Enter the number of students.

Full time

Usage

Enter the number of students.

Part time

Usage

Enter the number of students.

How many of these FTE's are expected to be students transferring from other programs?

Usage

Enter the number of FTEs expected to be from UA program transfers.

Full time

Usage

Enter the number of FTEs expected.

Part time

Usage

Enter the number of FTEs expected.

FACULTY

Will the college / department need to identify additional faculty to offer the proposed program?

Usage
>> **Choose yes or no.**

> If Yes, describe the timeline for identifying such individuals.

Usage
>> **Please be specific as to number and type of faculty needed for each year in your projection.**

Example
>> **NTT, TT, CP, PT.**

Provide the number of existing faculty available to teach (within your department or college) the proposed program:

> Full time

Usage
>> **Enter the number of FTEs expected.**

> Part time

Usage
>> **Enter the number of FTEs expected.**

Provide the estimated number of faculty that will be needed to teach the proposed program:

> Full time

Usage
>> **Enter the number of FTEs expected.**

> Part time

Usage
>> **Enter the number of FTEs expected.**

Information

Attach Faculty Matrix

Example
> **See sample link on form.**

Uploaded Files:

Usage
> **Lists the files already uploaded.**

Example
> **See the above 'Information' link.**

Files To Be Uploaded:

Usage
> **Lists the files pending upload.**

Comments

Usage
> **Free form text field. No HTML.**
> **Text area can be expanded using the grip in lower right corner.**

Please attach the Activities Matrix

Uploaded Files:

Usage
> **Lists the files already uploaded.**
> **See sample link on form.**

Files To Be Uploaded:

Usage
> **Lists the files pending upload.**

Curriculum Inventory
Management
Program Edit Page

The
University
of Akron

SUPPORT SERVICES

Describe <u>existing administrative services</u> (e.g. admissions, financial aid, registrar, etc) in place to support the proposed request:

Usage

Enter your description.

Describe <u>additional administrative services</u> (e.g. admissions, financial aid, registrar) needed as a result of the proposed request and provide a timeline for acquiring/implementing such services:

Usage

Enter your description.

Describe <u>existing student services</u> (e.g. career services, counseling, testing) in place to support the proposed request:

Usage

Enter your description.

Describe <u>additional student services</u> needed specifically for the proposed request and provide a timeline for acquiring and implementing such services:

Usage

Enter your description.

ASSESSMENT

What measures will be used to assess the program?

Example

Graduation rates

Example

Surveys, exit interviews, etc.

What is the plan to ensure recruitment, retention, and graduation of underrepresented groups?

Usage

Enter your response in the provided text area.

MODE OF DELIVERY

Mode of Delivery

Usage

Check all that apply: Online, Traditional, Hybrid.

Cancel

Definition

Close form, abandon unsaved changes.

Save Changes

Definition

Saves work in progress, does not submit into workflow

Usage

For not ready to submit proposals, works in progress.

Start Workflow

Definition

Submit current form into workflow.

Usage

Begins the review process and moves the program to the next group in the workflow. The next group in the workflow is sent an email advising the program is ready for their review.