

## NEW DEGREE PROGRAM *PROSPECTUS*: GUIDE FOR FACULTY

A prospectus, which is an abbreviated program proposal, requires approval from the Vice President of Academic Affairs prior to the development of a full proposal. This approval step is necessary because the development of a full proposal consumes a considerable investment of faculty, staff and administrative time. ***A prospectus should be limited to 5 pages, excluding cover sheet and appendices.*** This guide is derived from the OSRHE policy manual, chapter 3 and may be located at <http://www.okhighered.org/policy-proced/2006-policy/Chapter3/Chapter%203-2009-2-Final.pdf>.

Degree Credential and Title (e.g. BS in Biology): \_\_\_\_\_  
Program Option (If Applicable): \_\_\_\_\_  
Name of Academic Department: \_\_\_\_\_ Date of Review: \_\_\_\_\_

### 1. Centrality to the Institution's Mission (OSRHE Policy 3.4.6.A)

Describe the relationship between the University mission, school mission, departmental mission, University Academic Plan, Strategic Plan and proposed program objectives (learning outcomes).

### 2. Curriculum (OSRHE Policy 3.4.6.B)

Provide an overview of the proposed program curriculum with discussion of new courses according to OSRHE minimum curriculum standards. Discuss specialty accrediting agency requirements, if appropriate.

### 3. Faculty (OSRHE Policy 3.4.6.D)

List new faculty positions with associated rank, projected salaries and benefits necessary to implement the program and include this information in the five-year budget.

### 4. Support Resources (OSRHE 3.4.6.E)

- A. Describe the need, if any, for additional library resources and estimate the cost of these resources.
- B. Describe the need, if any, for additional physical and instructional equipment necessary to implement the program.
- C. Include this information in the five-year budget.

### 5. Program Demand (OSRHE Policy 3.4.6.F)

- A. Discuss the preliminary evidence of student demand. (Cite surveys of potential students or enrollment in related programs at RSU, etc.)
- B. Discuss the preliminary evidence of employer demand in Oklahoma. (Cite employer surveys, current labor market analyses in Oklahoma, etc.)

*NOTE: Quantitative evidence of program demand, particularly from potential employers, is essential for approval. See [http://www.ok.gov/oesc\\_web/documents/lmioutlk06.pdf](http://www.ok.gov/oesc_web/documents/lmioutlk06.pdf)*

### 6. Complement Existing Programs (OSRHE Policy 3.4.6.G)

Briefly describe how the proposed program positively or negatively impacts existing programs at RSU.

### 7. Unnecessary Duplication and Program Niche (OSRHE Policy 3.4.6.H)

*Normally, proposed programs in undergraduate core areas consisting of basic liberal arts and sciences disciplines would not be considered unnecessarily duplicative. Unnecessary duplication is a more specific concern in vocational/technical, occupational, and graduate and professional programs, which meet special manpower needs (OSRHE).*

Briefly discuss whether the program has a niche or how is it unique, if necessary.

### 8. Cost and Funding (OSRHE Policy 3.4.6.I)

Include the narrative/justification in the appropriate space on the OSRHE Five-Year Budget Form.

### 9. Appendices

- A. Current Degree Plan with General Education Courses
- B. Proposed Degree Plan with General Education Courses
- C. New Courses (course prefix, number and description)
- D. OSRHE Five-Year Budget Form