<p align="center">**THE FLORIDA COLLEGE SYSTEM**</p>

<p align="center">**BACCALAUREATE PROPOSAL APPROVAL APPLICATION**</p>

COVER SHEET

INSTITUTION:

BACCALAUREATE DEGREE CONTACTS:

> **PRIMARY**
> Name:
> Title:
> Phone:
> Email:
>
> **SECONDARY**
> Name:
> Title:
> Phone:
> Email:

DEGREE TYPE (BS, BAS, other):
DEGREE TITLE:
TOTAL NUMBER OF CREDIT HOURS:
PROPOSED DEGREE SIX-DIGIT CIP CODE *(And track, if appropriate):*
PLANNED PROGRAM IMPLEMENTATION DATE:
PROGRAM DESCRIPTION/EMPLOYMENT OPTIONS FOR GRADUATES:
The description should be brief, but stand-alone. The first sentence should include degree type, degree title, areas of concentration (if applicable), and geographic region to be served. (Limit 200 words)

BOARD OF TRUSTEES APPROVAL DATE:

PRESIDENT'S SIGNATURE AND DATE: _____ **Date:** _____
Original application and subsequent revision submission must include a current signature/date.

EXECUTIVE SUMMARY

Provide a narrative describing the program and concise summaries for Evaluation Criteria A-J of the proposal. Label section headings. (Limit 1200 words)

In Section A of the Executive Summary, summarize all results of collaboration and outcomes with public and regionally accredited private postsecondary institutions in your region and nearby postsecondary institutions. In the Supplemental Materials, identify individuals or groups included in the discussions, including meeting minutes, notes on telephone conversations, and any other contacts regarding collaboration. Provide a reference relating to the information in the Supplemental Materials.

Institution:
Degree Type:
Degree Title:

EVALUATION CRITERIA

### A.	PLANNING PROCESS

1. Internal Process and Meetings *(Limit 800 words)*

2. External Process and Meetings *(Limit 1200 words)*

The college must engage in discussions and coordination with public universities and regionally accredited private postsecondary institutions, as outlined in ~~the~~ section <u>1007.33, Florida Statutes (5)(a).</u> ~~of statute below~~. The proposal must provide evidence of these discussions and coordination.

~~*Section 1007.33, Florida Statutes (6)(c) requires that prior to developing or proposing a new baccalaureate degree program, all Florida colleges...shall:*~~

    ~~*1.	Engage in need, demand, and impact discussions with the state university in their service district and other local and regional, accredited postsecondary providers in their region.*~~
    ~~*2.	Send documentation, data, and other information from the discussions regarding program need, demand, and impact to the college's board of trustees, the Division of Florida Colleges, and the Chancellor of the State University System.*~~
    ~~*3.	Base board of trustees approval of the new program upon the documentation, data, and other information described in this paragraph.*~~

### B.	PROGRAM IMPLEMENTATION TIMELINE

1. Provide date or date range for each of the following activities:

- Assessment of Need and Demand

- Curriculum Development

- Accreditation Activities
  Include SACS and DOE Teacher Preparation Program Approval and other accreditation activities, as appropriate for the program.

- Recruitment of Faculty and Staff, if needed

- Systems, Facilities and Resource Upgrades and Development, if needed
  For example, provide e*quipment, instructional and media materials, advising and information system upgrades, development of online resources.*

- Student Recruitment and Advising

2. Estimated date upper division courses are to begin:

C. **WORKFORCE DEMAND/UNMET NEED SPECIFIC TO PROGRAM AREA**
Include an analysis for the geographic region to be served.
Guidelines for Demand and Supply

1. Geographic region to be served

2. Number of current jobs

3. Number of current job openings

4. Projected number of job openings five years from current year

5. Number of most recent graduates in the discipline area from the State University System, by institution(s) in the geographic region specified in the application
Degrees Awarded by State University System

6. Number of most recent graduates in the discipline area from nonpublic postsecondary institutions in geographic region *(if available)*, by institution

7. Data and a one-paragraph description of the employment gap based on 2 through 6
Provide the gap between employment numbers needed and graduates in the programs in the geographic region. (Limit 300 words)

8. Other measures as selected by institutions, which may include brief qualitative or quantitative data/information such as local economic development initiatives or evidence of rapid growth or decline not reflected in local, state, and national data *(Limit 300 words)*

D. **FACILITIES AND EQUIPMENT SPECIFIC TO PROGRAM AREA**

1. Provide a brief description of the existing facilities and equipment that will be utilized for the program. *(Limit 150 words)*

2. Provide a brief description of the new facilities and equipment that will be needed for the program, if any. *(Limit 150 words)*

E. **LIBRARY/MEDIA SPECIFIC TO PROGRAM AREA**

1. Provide a brief description of the existing library/media resources that will be utilized for the program. *(Limit 150 words)*

2. Provide a brief description of the new library/media resources that will be needed for the program, if any. *(Limit 150 words)*

F.   ACADEMIC RESOURCES SPECIFIC TO PROGRAM AREA

1. Number of existing full-time faculty
2. Number of existing part-time faculty

3. Provide a brief description of the anticipated additional faculty that will be needed for the program, if any. *(Limit 150 words)*

4. Anticipated instructional support personnel needed
   List titles of personnel including administrators, advisors, librarians, lab managers, etc.

5. As applicable, provide additional information related to academic resources.
   (Limit 150 words)

G.   COST TO STUDENTS

1. Anticipated cost for four years of study at FCS institution *(Tuition and fees x credit hours)*

2. Estimated cost for four years of study at each state university in service district

3. Estimated cost for four years of study at each nonpublic institution in service district, if available

H.   ACADEMIC CONTENT

1. List the admission requirements for the program.

2. Faculty credentials – Estimated percentage of upper division courses in the program to be taught by faculty with a terminal degree
   The Principles of Accreditation 3.5.4, Southern Association of Colleges and Schools (SACS)

3. Anticipated average student/teacher ratio in first year based on enrollment projections as stated in the ***Enrollment, Performance and Budget Plan*** form

4. Summary of SACS accreditation plan, Florida Teacher Education Program Approval plan, and/or other specialized accreditation plan(s), as appropriate

5. Curriculum
   Course listing format: Course Number (e.g. MAC 1105), Course Title, # of Credits

   a. Are there similar programs listed in the ***Common Prerequisites Counseling Manual***

(CPCM) for the CIP code *(and track, if appropriate)* you are proposing? (Yes/No)
Common Prerequisites Manual

  b. Include a copy of the latest page from the CPCM for the CIP/Track for this program, as applicable.

  c. If specific courses are listed in the CPCM or as determined appropriate for new programs, list lower division common prerequisites required. If no prerequisites are required for the program, state "No prerequisites."

  d. List all courses required for the final two years of the baccalaureate program by term, in sequence. For some broad-based programs (e.g., BAS Supervision and Management), a sample curriculum may be appropriate. For degree programs with concentrations, there may be more than one sequence showing courses that are the same and/or different per concentration area. Include credit hours per term, and total credits for the program.

  e. List specific Associate in Science and/or Associate in Applied Science programs offered at your institution that are aligned with the program, as applicable.

  f. Is the program being proposed as a Limited Access program? *(Yes/No)* If yes, complete the following form and include it in the appendix for consideration. Limited Access Request Form

I. ENROLLMENT, PERFORMANCE AND BUDGET PLAN

1. Complete Enrollment, Performance, and Budget Plan form. *(Excel format)*

2. Provide a budget narrative justifying the estimated and projected program expenditures as they appear in Section III of the ***Enrollment, Performance, and Budget Plan*** form. Include start-up costs, required faculty, library resources, facility renovations/remodeling, and other anticipated operational costs to develop and maintain the program over a four-year period. State funding for baccalaureate program approved pursuant to Section 1007.33, Florida Statutes, shall be as provided in the General Appropriations Act. *(Limit 400 words)*

3. The last paragraph of this section must include a statement on how the college will fund the program if it is not provided funding by the Legislature, and how that would impact the college's implementation plan. Explain how the college will fund the program if funds are not granted.

J. PLAN OF ACTION IF PROGRAM MUST BE TERMINATED
Summary of train-out alternatives for students (Limit 200 words)

K.   SUPPLEMENTAL MATERIALS

Include a listing (one page index) of materials showing evidence of need and demand discussions and coordination with postsecondary institutions. Include these materials in the supplemental materials. For example, documents may include meeting minutes, other records of collaboration, letters of support, etc. Include all survey instruments, tables and graphs as appropriate, etc. Links may also be included as appropriate to your documentation.