Idaho State Board of Education
Full Proposal Form
Academic / Career Technical Programs

Institutional Tracking No.	
Date of Proposal Submission:	
Name of Institution:	
Name of College, School, or Division:	
Name of Department(s):	
Proposed Program Title:	
Degree Information:	Degree Level: Degree Type:
CIP Code or Modification of CIP Code:	
Method of Delivery: Indicate percentage	On Campus Hybrid (___%) online (100%)
Will the program be offered at Idaho correctional facilities? Indicate percentage and method.	
Implementation Date:	
Geographical Delivery:	Location(s) Region(s)
Is this program listed in the most recent approved Three-Year Plan?	Yes No (Off-cycle request required prior to proposal submission)
Indicate (X) if the program is: (Consistent with Board Policy III.Z.)	Regional Program Responsibility Statewide Program Responsibility
Indicate (X) if the program includes fee request consistent with Board Policy V.R.	Self-Support fee Professional Fee Online Program Fee

Proposals must have appropriate institutional signatures provided below prior to submission to OSBE's Proposal Submission System. Signatures from OSBE and IDCTE staff will be applied, indicating review and/or approval as required in Board Policy III.G.

College Dean	Date	
Graduate Dean/other (as applicable)	Date	
Vice President for Research (as applicable)	Date	
FVP/Chief Fiscal Officer	Date	
Provost/VP for Instruction	Date	
President	Date	

Academic Affairs Program Manager, OSBE	Date
Chief Financial Officer, OSBE	Date
Chief Academic Officer, OSBE	Date
Assistant Administrator, IDCTE	Date
State Administrator, IDCTE Approval	Date
Executive Director or Designee Approval	Date

SBOE Approval (if required)   Date

Before completing this form, refer to Board Policy Section III.G., Postsecondary Program Approval and Discontinuance.

SECTION A: Complete for Academic Programs

Indicate those that apply to this request:

☐ Undergraduate Program
☐ Graduate Program
☐ Undergraduate Certificate (30 credits or more)
☐ Graduate Certificate (30 credits or more)
☐ Specialized Certificate (above $250k/FY)

Proposed Action

☐ New Program
☐ New branch campus or change in location
☐ Modification of Existing Academic Programs
    ☐ Converting one program option to a stand-alone program
    ☐ Consolidating two or more programs into one program
    ☐ Splitting an existing program into two or more programs
    ☐ Program expansion outside an institution's Designated Service Region except for statewide responsibility programs. See III.Z.

*Contracts associated with this proposal must be included with the proposal and require full Board approval consistent with Board Policy V.N. Grants and Contracts.

SECTION B: Complete for Career Technical Programs

Indicate those that apply to this request:

☐ Basic Technical Certificate
☐ Intermediate Technical Certificate
☐ Advanced Technical Certificate
☐ Associate of Applied Science Degree
☐ Specialized Certificate

Proposed Action

☐ New Career Technical education program
☐ Expansion of Existing Program
☐ Modification of Existing Program
    ☐ Converting one certificate or degree option within a career technical program to a stand-alone program
    ☐ Consolidating two or more programs into one program
    ☐ Adding career technical certificates or degrees to existing program
    ☐ Program expansion outside an institution's designated service region

SECTION C: Complete for all programs unless otherwise noted.

Rationale for Creation or Modification of the Program

1. **Provide a detailed description of the proposed program request including the specific changes that will occur as a result.** What type of substantive change are you requesting (i.e., new program, program modification? Will this program be connected or integrated with any other existing programs on campus? If so, please specify which ones and explain nature of these relationships. Identify any current programs that this new program will replace or phase out. If the proposed program is an associate degree, please explain how it supports transferability to four-year institutions, including any established articulation agreements or transfer pathways.

2. **Need for the Program**. Provide evidence demonstrating the student, regional, and statewide needs that this proposal aims to address. Include a description of the target student population and explain how the proposed program will effectively meet these needs.

a. **Workforce and economic need:** Provide verification of state workforce needs that will be met by this program. *Include job titles and cite the data source*. Describe how the proposed program will stimulate the state economy by advancing the field, providing research results, etc.

b. **Student demand.** What is the most likely source of students who will be expected to enroll (full-time, part-time, outreach, etc.). *Provide evidence of student demand/ interest from inside and outside of the institution.*

c. **Societal Need**: Describe additional societal benefits and cultural benefits of the program. **(Does not need to be completed for CTE programs)**

3. **Program Prioritization (Does not need to be completed for CTE programs)**
Is the proposed new program a result of program prioritization?

Yes_____ No_____

If yes, how does the proposed program fit within the recommended actions of the most recent program prioritization findings.

4. **Program Exemptions related to Section 67-5909D, Idaho Code.**
   a. Provide the following information for each program your institution is requesting for exemption.

Program Name	Course Prefix	Course Number	Course Title	Number of Credits

   b. Provide a brief explanation for the exemption request.

5. **Credit for Prior Learning (Does not need to be completed for CTE programs)**
Indicate from the various crosswalks where credit for prior learning will be available. If no PLA has been identified for this program, enter 'Not Applicable'.

6. **Affordability Opportunities (Does not need to be completed for CTE programs)**
Describe any program-specific steps taken to maximize affordability, such as textbook options (e.g., Open Educational Resources), online delivery methods, reduced fees, compressed course scheduling, etc. This question applies to certificates, undergraduate, graduate programs alike.

Enrollments and Graduates

7. **Existing similar programs at Idaho Public Institutions.** Using the chart below, provide enrollments and numbers of graduates for similar existing programs at your institution and other Idaho public institutions for the past four years. **(Does not need to be completed for CTE programs)**

Instit.	Program Name	Fall Headcount Enrollment in Program				Number of Graduates From Program (Summer, Fall, Spring)			
		FY__	FY__	FY__	FY__ (most recent)	FY__	FY__	FY__	FY__ (most recent)

8. **Justification for Duplication** (*if applicable*). If the proposed program is similar to another program offered by an Idaho public higher education institution, provide a rationale as to why any resulting duplication is a net benefit to the state and its citizens. Describe why it is not feasible for existing programs at other institutions to fulfill the need for the proposed program.

9. **Projections for proposed program:** Using the chart below, provide projected enrollments and number of graduates for the proposed program:

Proposed Program: Projected Enrollments and Graduates First Five Years											
Projected Fall Term Headcount Enrollment in Program						Projected Annual Number of Graduates from Program					
FY__ (1st year)	FY__	FY__	FY__	FY__		FY__ (1st year)	FY__	FY__	FY__	FY__	

10. **Describe the methodology for determining enrollment and graduation projections.** Refer to information provided in Question #2 "Need for the Program" above.

    a. What is the capacity for the program?

b. How did you determine the projected numbers above?

c. Describe your recruitment efforts. **(Does not need to be completed for CTE programs)**

11. **Minimum Enrollments and Graduates.**
    a. What are the minimums that the program will need to meet in order to be continued, and what is the logical basis for those minimums?

    b. If those minimums are not met, what is the sunset clause by which the program will be considered for discontinuance?

12. **Assurance of Quality.** Describe how the institution will ensure the quality of the program. Describe the institutional process of program review. Where appropriate, describe applicable specialized accreditation and explain why you do or do not plan to seek accreditation.

13. **Doctoral Programs Only. In accordance with Board Policy III.G., an external peer review is required for any new doctoral program.** Attach the peer review report as **Appendix A**. With prior approval from the Board's Executive Director or designee, for programs that require specialized accreditation, external review for the accreditation process may supplant standard external peer review as provided in Board Policy III.G.[1]

14. **Educator Endorsement/Certification Programs**. All new initial educator preparation programs that lead to an Idaho educator endorsement/certification require review and recommendation facilitated by the Office of the State Board of Education and Idaho Division of Career Technical Education as appropriate and approval from the Idaho State Board of Education.

    Will this program include a new initial educator preparation program leading to an Idaho educator endorsement/certification?

    Yes _____   No _____

    If yes, on what date was the new program application endorsement/certification submitted

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[1] For programs that require specialized accreditation, external review for the accreditation process may supplant standard external peer review as in Board Policy III.G.a.i (2) a.i and may occur after approval of the program by the Board, if and only if receipt of initial accreditation is required before any student enrolls in the program. Institutions must receive from the Executive Director or designee approval to supplant external peer review with specialized accreditation review prior to submitting a doctoral program proposal. Institutions shall submit a copy of the specialized accreditation report to the Board Office within 30 days of completion of the review.

to the Office of the State Board of Education or the Idaho Division of Career Technical Education

Date _____

All non-CTE new educator program applications for endorsement/certification are submitted via CANVAS by the educator preparation provider dean, assistant dean, or director. All new CTE educator endorsement/certification program applications are submitted to the IDCTE's Chief Educator Officer.

Educational Offerings: Curriculum, Intended Learning Outcomes, and Assessment Plan

15. **Curriculum. Provide descriptive information of the educational offering.**

   a. **Summary of requirements.** Provide a summary of program requirements using the following table.

Credit hours in required courses offered by the department (s) offering the program.	
Credit hours in required courses offered by other departments.	
Credit hours in institutional general education curriculum.	
Credit hours in free electives **(for academic programs)**	
Total credit hours required for degree program	

   b. **Curriculum.** For academic programs, provide the curriculum for the program, including credits to completion, courses by title and assigned academic credit granted.

   c. **Additional requirements.** For academic programs, describe additional requirements such as comprehensive examination, senior thesis or other capstone experience, practicum, or internship, some of which may carry credit hours included in the list above.

16. **Learning Outcomes: Expected Student Learning Outcomes and Connection to Curriculum.** List the Intended Learning Outcomes for the proposed program, using learner-centered statements that indicate what students will know, understand, and be able to do, and value or appreciate as a result of completing the program. **Career Technical Programs must attach an IDCTE Program Profile.**

   a. List any industry certifications students will be able to achieve during the duration of this program.

17. **Assessment plans.**

   a. **Assessment Process and Measures Used.** Describe the assessment plan for

student learning outcomes that will be used to evaluate student achievement and how the results will be used to improve the program. What direct and indirect measures will be used to assess student learning?

Resources Required for Implementation – fiscal impact and budget.
Organizational arrangements required within the institution to accommodate the change including administrative, staff, and faculty hires, facilities, student services, library; etc.[2]

18. **Physical Facilities and Equipment:** Describe the provision for physical facilities and equipment.

    a. **Existing resources**. Describe equipment, space, laboratory instruments, computer(s), or other physical equipment presently available to support the successful implementation of the program.

    b. **Impact of new program**. What will be the impact on existing programs of increased use of physical resources by the proposed program? How will the increased use be accommodated?

    c. **Needed resources.** List equipment, space, laboratory instruments, etc., that must be obtained to support the proposed program. Enter the costs of those physical resources into the budget sheet.

19. **Library and Information Resources:** Describe adequacy and availability of library and information resources. **(Does not need to be completed for CTE programs)**

    a. **Existing resources and impact of new program**. Evaluate library resources, including personnel and space. Are they adequate for the operation of the present program? Will there be an impact on existing programs of increased library usage caused by the proposed program?   For off-campus programs, clearly indicate how the library resources are to be provided.

    b. **Needed resources**. What new library resources will be required to ensure successful implementation of the program? Enter the costs of those library resources into the budget sheet.

20. **Faculty/Personnel resources**

    a. **Needed resources.** Give an overview of the personnel resources that will be needed to implement the program. How many additional sections of existing courses will be needed? Referring to the list of new courses to be created, what instructional capacity will be needed to offer the necessary number of sections?

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[2] Financial Impact shall mean the total financial expenditures, regardless of funding source, needed to support personnel costs, operating expenditures, capital outlay, capital facilities construction or major renovation, and indirect costs that are incurred as a direct result of establishing, modifying, or discontinuing a new instructional program, instructional unit, or administrative unit. *Revised per Board Policy III.G, June 2024.*

b. **Existing resources**. Describe the existing instructional, support, and administrative resources that can be brought to bear to support the successful implementation of the program.

c. **Impact on existing programs**. What will be the impact on existing programs of increased use of existing personnel resources by the proposed program? How will quality and productivity of existing programs be maintained?

d. **Needed resources.** List the new personnel that must be hired to support the proposed program. Enter the costs of those personnel resources into the budget sheet.

21. **Revenue Sources**

a) **Reallocation of funds:** If funding is to come from the reallocation of existing state appropriated funds, please indicate the sources of the reallocation. What impact will the reallocation of funds in support of the program have on other programs?

b) **New appropriation**. If an above Maintenance of Current Operations (MCO) appropriation is required to fund the program, indicate when the institution plans to include the program in the legislative budget request. *For CTE programs, if a line-item request is required to fund the program, indicate when the institution plans to submit the request to Idaho Division of Career Technical Education or include in the legislative budget request.*

c) **Non-ongoing sources**:
   i. If the funding is to come from one-time sources such as a donation, indicate the sources of other funding. What are the institution's plans for sustaining the program when that funding ends?

   ii. Describe the federal grant, other grant(s), special fee arrangements, or contract(s) that will be valid to fund the program. How does the institution propose to continue the program upon termination of those funds?

d) **Student Fees**:
   i. If the proposed program is intended to levy any institutional local fees, explain how doing so meets the requirements of Board Policy V.R.,3.b.

   ii. Provide estimated total cost to students and total revenue for self-support programs and for professional fees and other fees anticipated to be requested under Board Policy V.R., if applicable.

22. Using the excel **budget template** provided by the Office of the State Board of Education, provide the following information and attach the budget to this proposal form:

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first **four** fiscal years of the program.

- Include reallocation of existing personnel and resources and anticipated or requested new resources.

- Second and third year estimates should be in constant dollars.

- Amounts should reconcile subsequent pages where budget explanations are provided.

- If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies).

- Provide an explanation of the fiscal impact of any proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).