Idaho State Board of Education

Short 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 or Name of Instructional/Administrative Unit:	
CIP code or Modification of CIP Code:	

Method of Delivery: Indicate percentage		On campus		Hybrid (____%)		Online (100%)

Implementation Date:	

Geographical Delivery:		Location(s)		Region(s)	

Is this program or certificate listed in the most recent approved Three-Year Plan?		Yes		No (off-cycle request required. Attach to proposal.)	
Indicate (X) if the program includes a fee request consistent with Board Policy V.R.		Self-Support fee		Professional Fee		Online Program Fee

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College Dean/Graduate Dean (**as applicable**) Date		Academic Affairs Program Manager, OSBE Date
Vice President for Research (**as applicable**) Date		Chief Financial Officer, OSBE Date
FVP/Chief Fiscal Officer Date		Chief Academic Officer, OSBE Date
Provost/VP for Instruction Date		Chief Program Officer, IDCTE Date
President Date		SBOE Approval (if required) Date

Executive Director or designee/State Administrator, IDCTE Approval   Date

This proposal form must be completed for certificates and program changes as provided in Board Policy III.G.3.b. *Actions Requiring a Short Proposal*.

SECTION A: Complete for Academic Programs

Indicate those that apply to this request:

☐ Undergraduate Certificate (30 credits or more*)
☐ Graduate Certificate (30 credits or more*)
☐ Specialized Certificate (30 credits or more*)

*Below $250,000 per fiscal year.

Proposed Action

☐ Addition of an undergraduate certificate to an existing undergraduate program
☐ Addition of an undergraduate degree to an existing undergraduate program
☐ Modification of existing academic programs
  ☐ Splitting an existing program into two or more programs
  ☐ Consolidating two or more programs into one stand-alone program
  ☐ Converting one or more program options, emphases, or specializations into a stand-alone program (does not apply to doctoral programs)*
  ☐ Converting or transitioning a degree level type (i.e. BA to BS)
  ☐ Converting or transitioning a certificate type (i.e. TC to BTC)
  ☐ Establishing a dual degree from existing programs

☐ **Other**
  ☐ New programs consisting of multiple certificates with similar coursework
  ☐ Program name changes related to Statewide Program Responsibilities (requires Board approval)
  ☐ Deviation from certificate or degree program credit definitions (Board Policy III.E.)
  ☐ Modification to existing academic instructional or administrative units to include consolidation of existing units and of splitting existing units.

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

☐ Addition of a certificate or degree to an existing program
☐ Inactivation of a career technical program
☐ Modification of existing career technical programs
  ☐ Splitting an existing program into two or more programs
  ☐ Consolidating two or more programs into one program
  ☐ Converting one certificate or degree option into a stand-alone program
  ☐ Converting/transitioning a certificate or degree level type (i.e. BTC to ITC)
  ☐ Addition of online option to an existing program
  ☐ Transition program to exclusively online format
  ☐ Transition of program with less than 50% of courses offered online exclusively to 50% or more of courses offered online exclusively.

☐ Other
  ☐ Addition or removal of courses representing a significant departure from existing CTE program offerings.
  ☐ Modification to instructional/administrative units

SECTION C: Complete for all programs

1. Provide an overview of the changes, including the need and rationale for the proposed action. Identify any existing program or unit that this program will impact. For any certificates, identify if it is an embedded certificate and describe which majors, minors, or programs of study within which it is embedded or for which majors or minors it will be recommended. If it is a stackable certificate, please describe the additional certificates a student might pursue and the credential it leads to. If it is a standalone credential, please identify the specific workforce demand or industry need that it is designed to meet. Include the total number of credits required to complete the certificate, and describe the method of delivery (e.g., in-person, online, hybrid).

2. Discuss impact of proposed action on student enrollment, if any. Using the chart below, provide projected new additional enrollments for any proposed certificate or modified programs:

Estimated New Enrollment			
Year	Fall	Spring	Summer
20xx-xx	Headcount	Headcount	Headcount
20 -			
20 -			
20 -			
20 -			
20 -			

3. **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 or the Idaho Division of Career Technical Education as appropriate and approval from the Idaho State Board of Education. **This is not applicable for career technical programs.**

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

Date _____

All new program applications for endorsement/certification are submitted via CANVAS by the educator preparation provider dean, assistant dean, or director.

4. **Curriculum Requirements and Learning Outcomes**.
   a. For Academic Programs. 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. Provide the curriculum for the program, including a listing of course titles and credits in each.

   c. *For Career Technical Programs*, if the proposed action is a new certificate or modification to an existing program, attach an *IDCTE Program Profile*.

5. **Resources Required for Implementation – Financial Impact and Budget.**
   a. Discuss organizational arrangements required within the institution to accommodate the proposed action, including administrative, staff, and faculty hires, facilities, student services, library, etc. Include a statement regarding total cost to students. If there is no financial impact as defined in Board Policy III.G.1.f[1], include a statement to indicate there is no financial impact. Completion of the budget form is required if there is a financial impact.

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[1] 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.