MEMORANDUM

TO: Members, Council of Academic Vice Presidents

FROM: Dr. Jan M. Ignash
Vice Chancellor of Academic and Student Affairs

SUBJECT: Revised New Degree Program Proposal Template

Attached is the recently revised State University System standard new degree proposal template with table appendices. This document has been revised to better align with Board Regulation 8.011 and Regulation 8.004 by providing sections that prompt a discussion of required criteria that have been often overlooked in new degree proposals and to update references to the State University System Strategic Plan which was amended in 2014. Effort has also been made to clarify the budget section with regard to anticipated funding sources and any special tuition and fee rates. An appendix has been added for the signatures of the Equal Opportunity Officer and Library Director at the suggestion of several universities to assist with version control.

In addition, web links have been embedded in the document to a newly created online information resource page that will be maintained by the Board Office. The resource page provides links to various state and national data sources that are referenced in the template and can be easily expanded as new resources become available. It will also be easier to keep the web links updated because they will be reviewed monthly as part of the Board of Governors’ website regular maintenance schedule.

The revised standard new degree proposal template is created pursuant to Regulation 8.011 (4) (c) 4, with an effective date of July 1, 2015. New degree program proposals submitted after that date must be in the new template format, but we suggest that any proposals in draft stages be completed using the new format. This should be primarily a cut and paste operation since most of the sections had no revisions.
We very much appreciate the assistance provided by the university academic contacts and we have incorporated as best we could the suggestions that were provided when the format was sent for university review in November 2014. Should you have questions, please contact Richard Stevens at (850) 245-0466, or Richard.stevens@flbog.edu.

JMI/dgb

Enclosures

c: SUS Academic Contacts