BSU Curriculum Forms **New Program form**

(last updated 11.15.22)

Use this form to:
**Create a new program for BSU’s program list**

***Note: All curriculum proposals also require a Proposal Summary and a Signature form***

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| **Type of Degree proposed** | [ ]  M.S. [ ]  M.A. [ ]  Applied Masters [ ]  Master Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  B.S. [ ]  B.S. TL [ ]  B.A. [ ]  B.A.S. [ ]  B.F.A.[ ]  Certificate [ ]  Minor [ ]  Emphasis [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Program Title** |  |
| **Program Description |** This description is seen at <https://www.minnstate.edu/campusesprograms/index.html>  |  |
| **Do you have a preference for the program abbreviation (limit of 4 characters)** -Skip if no preference |  |
| **Indicate the reason(s) for the new program / Why is the new program being created?** |  |
| **What are the student learning outcomes for the program?** These should be in the same format as outcomes for other programs in the department. |  |
| **How will the student learning outcomes be assessed (examples: major field test, student portfolio, departmental rubric, department-developed examination questions, etc)** |  |
| **If content (eg courses, outcomes, content areas) from other departments are required for this program, a notification must be made to the chair(s) of those departments.** | [ ]  Yes, this program includes courses from other departments[ ]  No, this program does NOT include courses from other departments[ ]  If yes above, the home department/program was notified that this new program will require courses from their area:* Who was notified?
* What was Notification Date?

[ ]  I have copy/pasted my notification(s) and any comments received within one week of this notification at the end of this document. |
| **If approved, please indicate which program(s) are not able to be awarded along with this program as they are too similar.**Examples:Sustainability Studies and Indigenous Sustainability Studies |  |
| **Master level specific programs**MinnState 50% rule: At least one-half of the required credits in a master's degree, exclusive of a thesis, capstone, or similar culminating project, shall be credits restricted exclusively to graduate student enrollment at the 6000 course level. | [ ]  Yes, this master level program meets the 50% MinnState rule[ ]  No, this master level program does not meet the 50% MinnState rule because it is a certificate[ ]  No, this master level program does not meet the 50% MinnState rule because of a different reason indicated below. |

Note: If this is a joint program, signatures of all department chairs and deans

must be included on the summary/signature form.

Add the proposed Catalog Copy of Program

(Please note the format of other programs in the current catalog for ideas.)

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| **Program Details** |
| **CIP Code:** See information at [https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnces.ed.gov%2Fipeds%2Fcipcode%2Fbrowse.aspx%3Fy%3D56&data=04%7C01%7CRobin.Gullickson%40bemidjistate.edu%7C609f3d7ff78d44ff580008d9f7107ff0%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637812472672390292%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=tT2NDnP8yPSvwA26D%2B587IbpUQLJeRJraGCbN1fYcBw%3D&reserved=0) and/or work with Randy Westhoff/Academic Affairs to determine |  |
| **Curriculum Design and Total Credits:** | \_\_\_\_\_ Total Program Credits:\_\_\_\_\_ Total Goal Area Credits (Goals 1-10/MNTC) within program |
| **Length of Program (semesters)**  | [ ]  8 [ ]  7 [ ]  6 [ ]  5 [ ]  4 [ ]  3 [ ] 2 [ ] 1 |
| **Program Delivery Format:** | [ ]  Land plus: face-to-face where some online courses may be available [ ]  Online plus: offered entirely online with face-to-face options available[ ]  Online exclusively: must be completed entirely online, No face-to face |
| **Proposed Start Term (ie Fall 2022)** |  |
| **When can a student begin this program?****Program Start Dates** (Check all applicable) | [ ]  Fall Semester (August) [ ] Spring Semester (January) [ ]  Summer (June) |
| **\***[**SOC Code(s)**](http://www.bls.gov/oes/current/oes_stru.htm/)**: (use this link)**Enter up to 5 SOC Codes for jobs representing 80% of anticipated graduates. The Curriculum Coordinator can assist with this once the CIP code has been determined. |  |
| **Equity in the Curriculum Design or Campus Equity by Design project impact on program****Minnesota State Equity 2030 Chancellor’s Data Lens Uses:*** + **Race and ethnicity**
	+ **First generation status**
	+ **Socioeconomic**

**What is the Programs Equity Statement?*** How does the curriculum of this program reflect diversity and inclusion?
* Explain how the curriculum reflects culturally relevant elements addressing the needs of a growingly diverse student body.

**\*If you would like to see some examples, contact the curriculum coordinator.** |  |
| **Program Prerequisites (careerwise information)** | [ ]  None (Admission to BSU only)[ ]  Associate Degree[ ]  Bachelor’s Degree[ ]  Master’s Degree [ ]  Other (please provide additional information below) |
| **Identify Specialized Accreditors*** Example: Accreditation Board for Engineering and Technology (ABET)
 |  |
| **Program Service Area |** Indicate the area from which 80% of students are likely to attend (counties/regions). |  |
| **Indicate all MinnState Schools that Offer Same/Similar Program** \*The curriculum coordinator can assist with this once the CIP code has been determined.) |  |
| **System Capacity**\*If other similar programs are offered within Minnesota State, indicate why the existing programs are not sufficient in number of address demand in the service region or state. Explain what the institution has done to explore partnerships or collaboration. Provide completer data over the last 3 years for similar programs. |  |
| **Describe Need & Benefits**\*Describe the labor market need and the economic benefits of program for students, employers, community, state. Summarize Labor market and provide documentation.  |  |
| **Projected FYE** | [ ]  Under 10 FYE [ ]  10-20 FYE [ ]  21-30 FYE [ ] Over 30 FYE |
| **Projected Headcount** | [ ] Under 15 [ ] 15-30 [ ] 31-40 [ ] Over 40 |
| **Projected Annual Completers** | [ ] Less than 10 [ ] 10 to 20 [ ] 21 to 30 [ ] More than 30  |
| **Is this a Closed Enrollment Program**  | [ ]  No [ ]  Yes; If yes, name your industry partner(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **How do you know students will enroll?**ie Survey’s , Email interest, Community interest, Other |  |
| **Community Collaboration**\*Check any that: reviewed, approved or collaboratively developed curriculum. | [ ]  Business Advisory Boards[ ]  Program Integrity Boards[ ]  Public/private oversight or regulatory agencies (excluding state  licensing/authorizations & accrediting agencies)[ ]  Business that would likely employ graduates of the program  |
| **Is this a Transfer Pathway:** | [ ]  No, this is not a MinnState Transfer Pathway[ ]  Yes, this is a MinnState Transfer Pathway [ ]  Yes, I’ve included the Transfer Pathway Crosswalk Learning  outcomes at the end of this document |
| **Indicate any Accreditation/Certification Information**  |  |
| **Are Background Studies Required for this program?** | [ ]  Yes [ ]  No  |
| **Program Marketing Plan and Information****Please describe the marketing plan for this program if approved.** |  |

Suggested Semester Schedule (this is viewable by students in the catalog)

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| Program Sequence for Full-Time Student\*Please use course prefix, number, and credit  |
| FIRST YEAR | 1st Semester | 2nd Semester | Sumer Semester (if applicable) |
| Course # & Title | Credits | Course # & Title | Credits | Course # & Title | Credits |
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| SECOND YEAR | 3rd Semester | 4th Semester | Summer Semester (if applicable) |
| Course # & Title  | Credits | Course # & Title | Credits | Course # & Title | Credits |
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| THIRD YEAR | 5th Semester | 6th Semester | Summer Semester (if applicable) |
| Course # & Title | Credits | Course # & Title | Credits | Course # & Title | Credits |
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| FOURTH YEAR | 7th Semester | 8th Semester | Summer Semester (if applicable) |
| Course # & Title |  | Course # & Title |  | Course # & Title |  |
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**\*\*If applicable: Contact Curriculum Coordinator (ext. 4248) for questions.\*\***

Comparison Form -> Current vs. New Curriculum \*Please list in number order

If 50% of credits in new program are also in an existing program (ie major), we can create the new program from an existing program. To verify 50% of the credits are from an existing program, please list the courses in the existing program in the “Current” courses column and compare to those in the new program.

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| Current[ ]  Major [ ]  Certificate [ ]  Minor  | New[ ]  Major [ ]  Certificate [ ]  Minor |
| Courses | Courses \*\* Check box for new course |
| Course # | Title | Credits | Course # | Title | \*\* | Credits |
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|  | Subtotal major Credits |  |  | Subtotal major Credits |  |  |
| Elective  | Elective |
| Course # | Title | Credits | Course # | Title |  | Credits |
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|  | Subtotal Elective Credits |  |  | Subtotal Elective Credits |  |  |
| MnTC | \*MnTC |
| Course # | Title | Credits | Course # | Title |  | Credits |
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|  | Subtotal MnTC Credits |  |  | Subtotal MnTC Credits |  |  |
|  | Total Program Credits |  |  | Total Program Credits |  |  |