SACSCOC Prospectus Writing
New Program – Approval

The following document classifies the necessary narrative and documentation needed to submit a prospectus for new programs. Those items marked in RED are handled by the IARP office. Those items marked in GREEN can be pulled from the prospectus submitted to the Texas Higher Education Coordinating Board. Those items marked in **BOLD HIGHLIGHTED YELLOW** are to be submitted to the IARP office **ASAP**. Without those missing items we will not be able to submit your prospectus to SACSCOC in time for intended program implementation. Remember without SACSCOC approval new programs CANNOT BE LAUNCHED. Thank you!

Common Content A – Background and Context

1. A Substantive Change Cover Sheet [PDF].
2. A transmittal letter signed by the CEO or institutional liaison briefly explaining the submission. Substantive Change Policy and Procedures – Page 63
3. A list of programs offered by the institution (excerpt from the catalog or a printout of a webpage is acceptable).
4. Abstract (one page maximum)
   a. Briefly describe the proposed change to include the intended implementation date.
   b. Provide projected number of students, if applicable.
   c. Indicate the projected life of the change, as applicable: one-time/limited duration or ongoing).
   d. Describe the primary target audience or market.
   e. **Describe the strengths of the institution to undertake the change.**
5. Describe how the need for the change was determined and how the change was approved by the institution.
6. Describe how the change is consistent with the mission and goals of the institution.
7. **Provide documentation of faculty involvement in the planning and approval of the change. (Approval "in Concept", UCC Approval Letter, Meeting Minutes, Emails etc.)**
8. Provide evidence of legal authority for the change if approval is required by the governing board or the state.

Note for reviews subject to approval by the Executive Council: If the change is pending approval by the institution's governing board or by a state board or authority, note the expected approval date. The institution will be contacted at the time of review for evidence of approvals pending at the time of submission; do not send approval documentation until requested.

Note for review subject to approval by the full Board of Trustees: Evidence of all required approvals must be included with the original submission.

New Program Content

9. Provide the curriculum for the program.
10. Provide a projected schedule of course offerings for the program.
11. Provide program-specific goals (objectives) and specific student learning outcomes for the program.
12. Describe the student learning outcomes for the program will be assessed.

13. **Provide course descriptions for all courses in the proposed program. (Do not provide syllabi).**
14. Describe admissions and graduate requirements for the program.
15. Demonstrate compliance with standard 10.7 (policies for awarding credit) of the *Principles of Accreditation.*
16. **Describe administrative oversight to ensure the quality of the program.**
17. **For a program offered in compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in the traditional formats have been achieved.**

Common Content B – Faculty Qualifications, relative to the proposed change

18. **Provide a completed Faculty Roster Form for faculty members scheduled to teach in the new program, site, or method of delivery. Follow directions for completing the Faculty Roster which requires the institution to present the qualifications of each faculty member to teach the courses assigned to them. Provide courses to be taught in the first year of the new program or site; do not include historical teaching assignments.**
    a. **Faculty Roster Form [DOCX]**
    b. Faculty Roster Form Instruction [PDF]
19. **For a new program, demonstrate the institution has at least one faculty member qualified in the discipline to develop the curriculum and or teach in the program (Refer to Standard 6.2a (Faculty qualifications) of the *Principles of Accreditation*. To-be-hired faculty can be included on the Faculty Roster with expected qualifications for teaching the courses assigned.**
20. **Provide narrative with supporting evidence to demonstrate the number of full-time faculty members will be adequate to support the initiative and describe the impact on faculty workload of the new program, new site, or distance delivery.**
21. **For a graduate program, (a) demonstrate scholarship and research capability of faculty members teaching in the program and (b), if applicable, document faculty experience in directing student research or creative work (always applicable for doctoral programs).**

Common Content C – Resources

Library and Learning Resources

22. **List and describe discipline-specific learning resources to support a new program. Do not list all library resources; include only those related to the proposed change. If electronic databases are listed, describe the discipline-specific suites of resources rather than the name only of the database or the consortium through which it is accessed (Such as Galileo, Louis, TexShare, Viva, etc.).**
23. **Document discipline-specific refereed journals and primary source materials. This is particularly important for graduate programs and especially important for doctoral programs.**
24. Describe how students enrolled in a new program, at an off-campus instructional site, or in a distance education program can access discipline-specific library and learning resources.

25. Describe how students are made aware of library and learning resources available to them, how they can learn how to access the resources and are instructed in the use of online resources, as well as on-site library resources.
26. Describe resources to support students in access to and use of library and learning/information resources.

Student Support Services

27. Describe specific programs, services, and activities which will support students enrolled in the new program and / or enrolled at a new off-campus site /additional location and / or enrolled in distance education programs. Do not list student support services which are not relevant to the specific change.

Physical Resources

28. **Describe the adequacy of physical facilities which will support the change.**
29. **Describe equipment which will be available for a new program or available at a new site.**
30. **Describe the impact that the proposed change will have on physical facilities and equipment for existing programs and services.**

Financial Resources

31. Describe the financial resources available to support the proposed change, including a budget for the first year of the proposed change. For a new branch campus, a three-year budget is required. Do not send the institutional budget.
32. Include in the budget resources going to institutions or organizations for contractual or support services for the proposed change.
33. Include projected revenues and expenditures **and cash flow for the proposed change.**
34. **Include a contingency plan in case expected revenues do not materialize.**

Common Content D – Institutional Evaluation and Assessment Processes

35. Provide a brief description of institutional assessment processes.
36. Describe how the institution will incorporate the proposed change into the institution-wide assessment infrastructure and processes.

REMEMBER:

Prospectuses are limited to 25 pages exclusive of appendices. Make judicious use of appendices by including only information necessary to support the institution's proposed change. Moving content to an appendix is acceptable to meet the 25-page limit; Faculty Rosters, for example, may be moved to an appendix as necessary at the institution's discretion. Respect substantive change reviewers' time and professional judgment by providing direct, relevant, and complete information.

Prospectuses must be self-contained. The prospectus may not include materials by reference by linking to an external website. All information proffered by the institution in support of the proposed change must be on file.