

**Program Approval Process (chronological order):**

0. Process overview with Provost office ([sylvia.gaiko@wku.edu](mailto:sylvia.gaiko@wku.edu) or 745-8985)
1. New program proposal are developed and approved by the faculty in the academic unit.
  - A. CPE approval is required if  $\geq 30$  credit hours at the undergraduate level and  $>18$  at the graduate level. The WKU Associate VP for Planning and Program Development provides guidance for the CPE reporting.
  - B. Programs at the sub-Associate degree level (all lower division courses) require KCTCS BOR approval before CPE posting.
  - C. Programs with an on-line delivery should notify the Provost office.

**NOTE:** It is important at this stage to ensure adequate resources are available to support the program (library, faculty, etc.), and the need/demand is justified.

2. Department
3. CPE [Notification of Intent](#) – Route through the College Dean’s office, and then to AA (Sylvia Gaiko).
4. College Curriculum Committee (If program leads to educator certification the next step is the Professional Education Council (PEC), and then to UCC or Graduate Council).
5. CPE [Pre-Proposal](#), posted by the Provost office (45-day review)

**NOTE:** Comment(s) from other institutions that require a response are forwarded to the academic program, and coordinated through the AVP of Planning and Program Development office.
6. Undergraduate Curriculum Committee (UCC) or Graduate Council
7. Senate
8. Provost
9. WKU Board of Regents (materials due 6 weeks before full-board meeting)
10. CPE [Full-Proposal](#) (cannot market until approved by CPE, and materials due 6 weeks before full-board meeting)

Additional Possible Step: If the program leads to educator certification the proposal is approved by the KY Education Professional Standards board (EPSB). The proposal goes to EPSB *after* the PEC and *before* CPE.

**SACS** (program significantly different from current offerings)

- 1) Letter of Notification (anytime)
- 2) Prospectus (due to SACSCOC 6 months in advance of implementation and due to the Provost Office 1 month before that date)

**Certificates** are a series of courses related to a specific topic or skill, with a primary purpose of providing marketable, entry-level skills. If the certificate prepares students for employment in a recognized occupation (ties to a CIP code), and is at least a certain number of credit hours (8 credit hours at Graduate level, and 16 at undergraduate), Title IV funding is available. Justification must be provided in the form of “**Intent to Offer**” information required for Title IV funding.

**CIP Code program designation** is determined by the faculty in consultation with the AVP of Planning and Program Development office. The faculty can search available codes (six-digit required):

<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

The criteria reviewed at the CPE level are outlined below:

- consistency with the institution's mission and the strategic agenda;
- alignment with the priorities in the statewide strategic implementation plan for achieving the strategic agenda;
- program demand and unnecessary duplication within and among institutions;
- cost and funding of the proposed program, with narrative explanation;
- program review and assessment; and
- efforts to create cooperative programs with other institutions through traditional means, or by use of distance learning technology and electronic resources, to achieve effective and efficient program delivery.

**Institutional Mission and Strategic Plan:** <http://www.wku.edu/president/index.php>

**CPE Statewide Plan and Metrics:** <http://cpe.ky.gov/planning/>

**Data to support need for the program references:**

- Workforce KY data: <https://kylmi.ky.gov/vosnet/Default.aspx> Occupation Projections (Long-term)
- Occupational Outlook Handbook, 2010-11<sup>th</sup> edition: <http://www.bls.gov/ooh/>
- Career One Stop:  
[http://www.acinet.org/select\\_occupation.asp?next=carout1&level=&optstatus=&id=1&nodeid=210&stfips=21](http://www.acinet.org/select_occupation.asp?next=carout1&level=&optstatus=&id=1&nodeid=210&stfips=21)
- Teacher Ed in KY (EPSB site: <http://www.kyepsb.net/dataresearch/index.asp> )
- Discipline specific data from professional association
- Students & alumni survey data

**Cost and Funding section:** Are sufficient resources available to support the program? Do the projected tuition revenues cover the cost of the program; if not, how will the excess be funded? Are new faculty needed, if not, then why not? Develop information in an excel spreadsheet, and once confirmed with Department Head, Dean, and Provost office the information will be added to CPE pre-proposal format. Explain each entry in the narrative/justification box provided. Once you have an outline of needs, Ladonna Hunton can help with this section.

**Program Review and Assessment:** To review the statewide requirements from Program Review see: [http://www.wku.edu/academicaffairs/ee/program\\_review.php](http://www.wku.edu/academicaffairs/ee/program_review.php) (APR Self-Study Template and CPE Program Review Users Guide). Doug McElroy can provide guidance on the assessment section of the proposal.

**Questions on proposed programs during CPE 45-day review:**

- Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each job in the institution's area of geographic responsibility and in the state. Such evidence may include employer surveys, current labor market analyses, and future human resources projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.
- Clearly describe all evidence of student demand, typically in the form of surveys of potential students and/or enrollments in related programs at the institution. Anecdotal evidence is not sufficient. The institution must demonstrate that it has systematically gathered data, studied the data, and can reasonably estimate student demand for the program.
- Explain collaborative arrangements with other public KY institutions with similar program(s).
- Identify both the direct and indirect methods by which the intended student learning outcomes will be assessed.