

**Checklist of Criteria To Be Used by the Commission in
Taking Action on New Degree Programs**

--- Revised, August 10, 2012 ---

1. Characteristics of the Program
 - a. Campus(es) Offering Program
 - b. Scope of Delivery (Specific Sites or Statewide)
 - c. Mode of Delivery (Classroom, Blended, or Online)
 - d. Other Delivery Aspects (Co-ops, Internships, Clinicals, Practica, etc.)
 - e. Academic Unit Offering Program

2. Rationale for Program
 - a. Institutional Rationale (e.g. Alignment with Institutional Mission and Strengths)
 - b. State Rationale
 - c. Evidence of Labor Market Need
 - i. National, State, or Regional Need
 - ii. Preparation for Graduate Programs or Other Benefits
 - iii. Summary of Indiana DWD and/or U.S. Department of Labor Data
 - iv. National, State, or Regional Studies
 - v. Surveys of Employers or Students and Analyses of Job Postings
 - vi. Letters of support

3. Cost of and Support for the Program
 - a. Costs
 - i. Faculty and Staff
 - ii. Facilities
 - iii. Other Capital Costs (e.g. Equipment)
 - b. Support
 - i. Nature of Support (New, Existing, or Reallocated)
 - ii. Special Fees above Baseline Tuition

4. Similar and Related Programs
 - a. List of Programs and Degrees Conferred
 - i. Similar Programs at Other Institutions
 - ii. Related Programs at the Proposing Institution
 - b. List of Similar Programs Outside Indiana
 - c. Articulation of Associate/Baccalaureate Programs
 - d. Collaboration with Similar or Related Programs on Other Campuses

5. Quality and Other Aspects of the Program
 - a. Credit Hours Required/Time To Completion
 - b. Exceeding the Standard Expectation of Credit Hours
 - c. Program Competencies or Learning Outcomes
 - d. Assessment
 - e. Licensure and Certification
 - f. Placement of Graduates
 - g. Accreditation

6. Projected Headcount and FTE Enrollment and Degrees Conferred