Process Name – New Mexico Higher Education Advisory Committee (NMHEAC) Application Process

Purpose: The following document outlines the process for preparing and submitting a new Associate of Applied Science, Associate of Arts, or Associate of Science degree proposal to be considered by the New Mexico Higher Education Advisory Committee (NMHEAC).

CNM Way Expert: Academic Schools, Deans Council, College Curriculum Committee, Education & Learning, and Transfer & Pathways.

Functional Units Involved: Academic Schools, Deans Council, College Curriculum Committee, Education & Learning, and Transfer & Pathways.

Beginning of Process: The Instructional Dean or designee initiate the request for a new program proposal to be heard by the New Mexico Higher Education Advisory Committee through the completion of an NMHED New Undergraduate Application.

End of Process: The new program is published in the CNM catalog and academic offerings and communicated to the appropriate departments (Marketing & Communication Office, Advisement, Enrollment Services & Student Success, Financial Aid, Office of Data Strategies and Budget Office).

Definitions:

Associate of Applied Science Degree (AAS) Programs prepare graduates for direct entry into the workforce and may also help to prepare students for career advancement, occupational licensure, or further study towards a bachelor's degree. AAS Degrees are required to include 15 hours of New Mexico certified general education core courses. Refer to the CNM General Education Core for a list of certified New Mexico general education core areas and specific courses fulfilling those requirements.

Associate of Art (AA) and Associate of Science (AS) Degrees are designed for transfer towards a bachelor's degree. AA & AS degrees are required to include 31 hours of New Mexico certified general education core courses. Refer to the CNM General Education Core for a list of certified New Mexico general education core areas and specific courses fulfilling those requirements.

Process:

Upon the completion of internal CNM new program process which include approval from the Collegewide Integrated Program Review (CIPR) process and the College Curriculum Committee (CCC), a proposal can be submitted to the New Mexico Higher Education Department for hearing by the New Mexico Higher Education Advisory Committee. New programs must meet the deadlines set in the Curriculum Development and Review Process Timeline, which is posted on the Academic Affairs Key Processes website in order to be entered into the upcoming Catalog.

The NMHEAC requires that the application listed in appendix A be completed upon submission. The NMHEAC meets twice a semester, Fall and Spring, with dates and deadlines determined by

the NMHED Academic Affairs department. The NMHEAC application includes, but is not limited to the following:

- Program Information
    - Program description
    - Program curriculum
    - Program learning outcomes
    - Program assessment
    - Information gathered in collaboration with the Sr. Director of Assessment.
- Evidence of need for the program:
    - State and regional information supporting the need for new degree program.
    - Labor market information
    - Advisory Committee recommendation
        - Letter(s) of Support
    - Employer surveys
    - IPAM (Integrated Program Assessment and Management) market data
    - Information gathered as part of the CIPR process
- Data-informed enrollment projections for 5 years
    - Information gathered in collaboration with the Office of Data Strategy.
- Preliminary estimate of cost
    - Faculty and staff needs
    - Facility needs
    - Equipment and technology needs
    - Other
    - Information gathered in collaboration with the Business Office.

Once the information is collected, Transfer & Pathways gathers the NMHEAC New Undergraduate Degree Application, letters of support from university, college or community partners, and formally submits to the New Mexico Higher Education Department to place application on the NMHEAC agenda.

Upon approval by NMHEAC, the new degree undergraduate proposal must be approved by the CNM Governing Board. Upon approval by the CNM Governing Board, a CIP code is requested from the planning and research division of the NMHED. Once CIP is assigned, the process is complete and new associate degree can be published in the CNM academic catalog.

Transfer and Pathways distributes the NMHED approval notification to the Vice President for Education & Learning, Instructional Dean of related Academic School, Registrar and Financial Aid.

Signature Collection:

- The NMHED cabinet secretary approves new undergraduate program.

Activity Tracked: Academic Curriculum Manager logs and tracks all new program approval dates in Curriculog. Transfer & Pathways will catalog and monitor submitted requests.

Appendix A

The information below is required for the NMHED New Undergraduate Program Application.

For your reference, a completed sample application is posted on the Academic Affairs Key Processes Web Page. Sample NMHED New Undergraduate Program Application

A. General Information
- ☐ Name, title, and email of contact person
- ☐ Name of proposed program
- ☐ Name of academic school
- ☐ Level of proposed program (associate)
- ☐ Anticipated start date
- ☐ Estimated time to complete proposed program
- ☐ Campuses to offer degree program
- ☐ All program format(s) (standard, distanced education, evening, weekend and/or other) Program Description (Complete the Program Information Form for entry in the catalog) The information from this form is entered in the Description box in the Curriculog New Program form.
- ☐ Proposed CIP Code—link to Classification of Instructional Programs

B. Program Curriculum
- ☐ List the program curriculum term by term. (Curriculog requirement).
  - When designing the curriculum term by term, follow the requirements for program and course prerequisites, hidden prerequisites, and program hour requirements outlined in the AAS and/or AA and AS Degree Requirements, Credit Hour Guidelines and Checklist for Submitting Curriculum Proposals).
- ☐ List courses and number of credits required for the program (indicate new courses) (NMHED application requirement).
- ☐ Provide a narrative of program background and description.
- ☐ If a certificate is embedded in the program, list certificates and courses required.
- ☐ List bachelor degree programs to which this degree transfers/articulates. Include additional information if necessary.
- ☐ List the program learning outcomes.
  - When developing learning outcomes, refer to Bloom's Taxonomy for action verbs to state cognitive outcomes. Bloom's Taxonomy

C. Assessment
- ☐ Describe institution's plan for periodic evaluation of program effectiveness. Include criteria that will be used to determine effectiveness.

D. Need
The proposed program must meet one or more specified needs within the state or region. Clear and convincing evidence must be provided of the reality and extent of such need. Evidence of need might include results of employer surveys, current labor market analyses and projections, or long-term need projections prepared by a relevant professional organization.

- ☐ Identify the need for the program and supporting labor market information (see EMSI Labor Market Data, O*Net data, DACUM results, advisory committee recommendation, NM Department of Workforce Solutions data, etc.).

☐ If the program fills a regional workforce need, describe the collaboration between the college and regional employers in program development.

E. Duplication
☐ Identify where similar degree programs are offered by other public higher education institutions in New Mexico.
☐ If similar programs are offered at other public higher education institutions in New Mexico provide a rational for offering an additional program.
☐ Identify competing programs including online programs.

F. Enrollment and Graduation Projections
• Establish realistic enrollment, retention, and graduation targets for this program. Consult with the Office of Planning and Institutional Effectiveness (OPIE) for gathering enrollment data*. Example of required information for five years.

	Year 1	Year 2	Year 3	Year 4	Year 5
*New Students					
*Continuing Students					
*Graduates					

Annual Retention Rate Target (%)	Target 100% Graduation Rate (%)	Target Job Placement Rate (%)
80%	85%	75%

G. Institutional Readiness
• Faculty: Identify specific faculty members that will be responsible for setting curricular objectives, teaching program courses, advising students, and determining the means by which program and course objectives are measured. Required information includes:

Faculty Member Name, Title, and Rank	Courses to be taught	Full-time or Part-time; if Full-time identify % of time to the program	Highest Earned Degree, Discipline, Higher Education Institution	Additional qualifications specific to program.

☐ Identify the program director/chair.
☐ Describe academic support resources needed to initiate the program and additional resources that will be needed.
☐ Describe the physical facilities that will be used for the first five years of the program and any additional space or modifications of existing space that will be required within the first five years of operation.
☐ Describe institution's equipment and technological resources needed for the first five years of the program and any additional equipment that will be needed. (hardware, software, support, and ongoing maintenance).
☐ Describe any other operating resources needed to initiate the program such as equipment, tools, supplies, contract services).
☐ Identify existing external facilities that will be used and agreements that have been established to ensure use of those facilities.
☐ Program fees and fees associated with particular courses (CNM requirement).

H. Projected Budget

Provide a clear analysis of the projected cost of the proposed program and the sources of funding that will support it for the first five years the program will be offered. Discuss how any of the needed resources discussed in **Enrollment and Graduation Projections** and **Institutional Readiness** will be addressed.

> **NOTE:** Projected cost of the program and sources of funding that will support it are completed in collaboration with the budget analyst for your school.

Example of Projected Costs and Revenue

The projected costs, revenue, and financial impact to the college should be presented in table format (examples included):

Projected Costs, First Five Years

Table 1: Projected Costs for Program X Example

	Year 1	Year 2	Year 3	Year 4	Year 5
Faculty Lines Full and part time mid-point				$0	$0
Consumable Supplies	$0	$0	$0	$0	$0
Other Operating Expenses	$0	$0	$0	$0	$0
Total Expenses per Academic Year	**$0**	**$0**	**$0**	**$0**	**$0**

Projected Revenue, First Five Years

Table 2: Projected Revenue

	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition Revenue	**$0**	**$0**	**$0**	**$0**	**$0**

Projected Financial Impact to Institution

Table 3: Five-year Financial Impact Projected Estimates

	Year 1	Year 2	Year 3	Year 4	Year 5
Tuition Revenues	$0	$0	$0	$0	$0
Total Costs	$0	$0	$0	$0	$0
Total Impact	**$0**	**$0**	**$0**	**$0**	**$0**

Financial Aid Questions for Curriculog

- ☐ Will at least 50% of certificate be taught at a location other than Main, JMMC, WS, ATC, SVC, RR or WTC?
- ☐ Has this certificate been offered previously under a different name or degree/certificate? If yes, list the degree or certificate.
- ☐ Are all the courses in certificate embedded in an associate's degree?
- ☐ Do classes have lab hours?