

**Northern New Mexico College
New Degree Program Approval Form
Version Fall 2022**

Type in the designated areas. Please do not alter any element of the form.			
1	Initiator:		Date:
2	Subject area:		
3	Academic division:		
4	Proposed title for New Curriculum Program:		
5	To begin:	Semester:	Academic Year:
6	Degree or certificate to be offered:		
7	Provide the Program Catalog Description		
8	Please provide a tentative timeline for program implementation (including a Gantt Chart)		
NEED			
9	Describe and provide evidence that the program is needed by the local and regional community (including job availability data) and provide evidence that there is student demand for the program. Respond to what are opportunities, external to the College, that support the new program (e.g., employer data, demographics, numbers of prospective students, market trends for the field, etc.)? Provide the Score Cards from Gray Associates for the related CIP codes for this program in Appendix D.		
10	Provide evidence and explain how the degree/credential proposed (bachelor vs associate vs certificate) is the correct fit for the program proposed. Provide the complete degree sheet of the program in Appendix A (Part I). Additionally, provide the Curriculum Efficiency Analysis in Appendix A (Part II).		
11	What are the College's strengths that would support offering the program (e.g., trained staff, facilities, adequate budget, sustainability, etc.)?		
12	What are the College's weaknesses that must be overcome to offer the program?		
14	What are the threats external to the College that would need to be dealt with (e.g., demographic shifts, new regulations, new infrastructure, etc.)?		
15	Describe how the program fits with College's mission, strategic goals, and strategic initiatives		
CURRICULUM			
16	Program mission		
17	Provide the program objectives, provide the curricular degree sheet , and syllabi for all courses (syllabi are needed before it goes to the Undergraduate Curriculum Committee)		
18	List the Program-level Student Learning Outcomes		
19	Curriculum matrix (outcomes by courses in the major). Provide this as Appendix B (Part I)		
20	Describe the coordination with other College programs		
21	Explain the articulation agreements that the program will have with programs offered by other institutions		
22	What plans is the plan for the delivery of courses modalities (e.g., distance education, face to face, hybrid, others)? Please provide an analysis of the competition that the program will have based on the selected delivery modality.		
23	Describe the standards and practices that will be implemented for Prior Learning Assessment (PLA) within this program.		
24	Describe the membership of the External Advisory Committee and the role that they have played in the development of Curriculum and Program-Level Student Learning Outcomes.		
25	Please indicate if this program falls within the umbrella of another program currently offered (for example, if the new program is an associate degree that consists of a subset of		

	courses already offered by one or more bachelor programs, or whether the program is the result of a combination of courses already offered by the institution through other programs). Please indicate if a new CIP code is needed or already exists under the CIP codes approved for NNMC.
ASSESSMENT	
26	Plan for program assessment and evaluation of program-level student learning outcomes. Provide this section in Appendix B (Part II)
SUPPORT AND SUSTAINABILITY	
27	Describe the faculty will serve in this program and their credentials. Please describe if new faculty is needed. If no new faculty members are needed, please describe how the current faculty will serve this program and what will be the impact in the current areas that those faculty members are serving
28	Describe precisely facility needs including, but not limited to identifying the office space for full-time faculty, adjunct faculty, administrative assistants. Identify the classrooms, labs, and instrumentation that this program will be required
29	Describe the annual budget for this program for the first five years, the projected enrollment per year (including new headcounts part-time, full-time, graduates, dropouts), and the projected revenue. Include spreadsheets and explain clearly the assumptions. Please provide this section in Appendix C.
30	Describe the plans for sustainability (including a five-year enrollment projection with revenue and cost projections)
31	Describe the strategic enrollment plan for the program and how it is aligned with the college strategic enrollment plan
32	Explain what external agencies (other than the Higher Education Department, the Higher Learning Commission, the U.S. Department of Education) need to approve (or must be notified) before the implementation of the program