Kuali Program Form Discussion Points

- Beginning sections on the program form are specifically tied to what appears on the catalog page for your program. Pay close attention to these sections as this is what our catalog users and prospects will see about your program. This ends with the field on Program Description
- The new program form is for both Degrees and Certificates. The Track form is pretty similar to the Program Form. It includes a variety of different fields that help our program proposals be consistent with SACSCOC requirements for program rationale and design.
- If your proposal is for a new degree, then you will need to complete all the relevant fields based upon information that you have already gathered from the New Program Committee materials. These can just be copied from those materials and pasted into the Program Form. You can also use a little discretion in the length of the information you provide. Summaries of the information here are certainly appropriate in the program form.
- For certificates and tracks, we are expecting more expedited information on the relevant fields. The following provides a guide for the relevant fields on the form.
    - **Program Rationale** – 4 to 12 sentences to adequately describe why the program is needed.
    - **Projected Enrollments** – list the numbers accordingly
    - **Program Description and Relationship to System-Level Goals** - 3 to 12 sentences to adequately describe how the program aligns with system goals.
    - **Strategic Plan Alignment** - 3 to 12 sentences to adequately describe how the program aligns with UCF and/or College level strategic efforts.
    - **Institution Strengths** - 3 to 12 sentences to adequately describe will add to the curricular strengths of UCF and/or your college.
    - **CAVP date –** not needed
    - **CAVP Details –** N/A
    - **Planning Process** - 3 to 12 sentences to adequately describe what you did to get ready for this proposal.
    - **External Consultant Review –** only needed if you did one, otherwise skip this.
    - **Events Leading to Implementation –** just a brief description here of plans for marketing. This could be things like faculty training, marketing, recruitment, curricular changes, facility plans, technology, etc.
    - **Program Need –** 3 to 12 sentences to adequately describe why the program is needed.
    - **Program Demand** - 3 to 12 sentences to adequately describe the demand that you see for this program.
    - **Projected Benefit** - 3 to 12 sentences to adequately describe who will benefit from this program and maybe a few examples/ideas of how they will benefit.
    - **Other Institutions –** Brief description of other institutions that offer a similar program (if any)

- **Student Body** - 3 to 12 sentences to adequately describe how you will bring in a diverse student population to support your program.
- **Student Learning Outcomes** – only provide this information if relevant. Some new programs do not have specific SLO's attached to them.
- **Degree Requirements** – Build out what it takes to complete the degree accordingly.
- **Program Details** – this includes information that might be additional information to help students understand how to complete all the requirements of the degree/program. This might be a short description about a capstone experience they must complete, maybe they have to do volunteer work as part of the degree, maybe they have to attend three professional seminars, etc. If you have none, then leave this section blank. Note that this field will appear in the Graduate Catalog as part of your catalog page.
- **Delivery Mode** – check the radio button and relevant.
- **Internship/Practicum Experiences** – list accordingly. If none, then leave blank. This field goes into the graduate catalog as part of your catalog page.
- **Accreditation** – list accordingly. If none, then write N/A.
- **Reviews** – only include information if you sought help from external entities about your new cert or track. If not, then write N/A. This field is not required.
- **STEM Competencies** – only include if relevant. If not, then write N/A.
- **Faculty Summary** – this can just be a list of faculty who will be involved in teaching courses related to the degree requirements.
- **Evidence** – Provide a brief description of the information needed for this field. For Certificates and Tracks, this can be brief.
- **Budget** – complete this field as relevant
- **Budget Rationale** – provide a brief description of why you are seeking Market Rate or Differentiated Tuition. If not, then leave blank.
- **Budget External Resources** – only complete if this is relevant to your proposal. If not, then leave blank.
- **Library Resources** – please attach the library report.
- **Specialized Equipment** – please answer as relevant. If not, the write N/A
- **Equipment Fees** – please answer accordingly. If yes, then respond to all the resultant fields associated with this response.
- **Application Deadlines** – Please complete this deadline chart at the end of the form even though it is in the Admin Panel section.