International Board of Education

International Board of Ministerial and Theological Education

**Full Proposal**

**for New Instructional Program or Modality**

Institution submitting the proposal:

Department making the proposal:

Date of the proposal:

Name of new program or modality to be offered:

Proposed starting date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved by the Institutional Board

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved by the Division BOE/BMTE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received by the GC Education Department

Abstract of Proposal

Provide a summary of the application. This should include a clear statement of what the institution wants to offer, why it considers this program or modality to be important, and the relationship between this new program or modality and existing programs or modalities.

Proposal

The proposal should consist of replies to the questions which follow. Please organize the proposal according to the following outline and include the text of each section or question, maintaining the same letter and number identifiers.

1. **Objectives of the Program**

1. Please state the specific objectives or outcomes of the program.

1. How would this program help achieve the mission and objectives of your institution, as well as the mission of the Seventh-day Adventist Church in your Union and Division?
2. State the anticipated impact of the new program on your institution, including institutional size and the manner in which it may affect existing programs.
3. **Course of Study Leading to the Proposed Degree**
4. List the entrance requirements for this proposed degree program.
5. List the courses (title and credits) that would constitute the course requirements of the proposed program. Place an (x) after those courses already offered at the institution and a (+) after new courses which will be offered. Provide the course descriptions for all course in an appendix to this proposal. Ensure that the course descriptions integrate the biblical worldview and values.
6. In summary form, state the number of total courses and credits required for the program, the number of courses and total credits already available, and the number of courses and total credits to be added.

|  |  |  |
| --- | --- | --- |
|  | **Courses** | **Credits** |
| Already taught |  |  |
| To be added |  |  |
| **Total** |  |  |

1. Identify the required religion courses in the program of studies and explain how this meets the requirements for religion courses as specified in the *AAA Handbook*.
2. List the graduation requirements for this program of studies.
3. **Justification for the Initiation of the Proposed Program**
4. What are the needs of your constituency, the church, and the nation for people trained in a program such as the one proposed? Describe the results of studies which document the need for this program.
5. What special competence does your institution have for offering this program? Delineate strengths in related fields, particularly those which will provide service courses to the new program.
6. List degree programs offered in this specialty at other Seventh-day Adventist institutions in your Division. Explain what study has been done to ensure your program will not undermine the success of these other programs.
7. Are there special reasons why this program should be offered at your institution rather than at one of the other Adventist institutions in your Union or Division?
8. Describe job opportunities. What interest in graduates from the proposed program has been documented on the part of local industry, agencies, institutions, etc.?
9. What priority would you place on the need for the initiation of this program at your institution? Please give a rationale for the rating, making comparisons with the importance of several existing programs in your institution.
10. **Student Interest in the Proposed Program**
11. Describe the methodology and provide results from an institutional market survey of student interest in the proposed program. This market survey should include Adventist students from the constituency of the institution.
12. Indicate in the following table (which may be adapted), the enrollment you anticipate during the first cycle of the program by year, disaggregated both by school year and by level within the program. Be sure to account for anticipated attrition of continuing students from year to year.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Enrollment** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| 100-level students |  |  |  |  |  |
| 200-level students |  |  |  |  |  |
| 300-level students |  |  |  |  |  |
| 400-level students |  |  |  |  |  |
| 500-level students |  |  |  |  |  |
| **Total enrollment** |  |  |  |  |  |

1. What will be the source of most of the students that you expect to enroll in this program? Why?
2. **Personnel**
3. Calculate the number of new program-specific credits that will need to be taught each year during the first cycle if this program were implemented. New program-specific credits are those credits of new courses not presently offered, as well as any new sections of existing courses that will be required by this program. If there will be multiple sections of new courses, be sure to multiply the number of new credits accordingly. Unless a cohort model is being utilized, program-specific credits from preceding years carry over to subsequent years as additional years of the program are added, until the entire program is taught concurrently. Complete rows 1-3 in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Program-specific credits** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| 1 | Program-specific credits added that year of new courses or new sections of existing courses |  |  |  |  |  |
| 2 | Carry-over of program-specific credits from prior years |  |  |  |  |  |
| 3 | Total number of program-specific credits that will be taught that year |  |  |  |  |  |
| 4 | Number of faculty (one decimal place) required to teach these program-specific credits |  |  |  |  |  |
| 5 | Faculty cost per year |  |  |  |  |  |
| 6 | Number of administrators required |  |  |  |  |  |
| 7 | Administrator costs |  |  |  |  |  |
| 8 | Number of support personnel required |  |  |  |  |  |
| 9 | Clerical/support personnel costs |  |  |  |  |  |
| 10 | Total personnel costs |  |  |  |  |  |

According to institutional policy, how many credits are to be taught in the load of a full-time professor at the level of this program during a 12-month period? credits

Now calculate the number of new faculty required each year by dividing the total number of program-specific credits that will be taught each year by the faculty load entered above. Enter these faculty numbers in the row 4 of the table above.

1. Indicate below the qualifications of each of the faculty members that will need to be added during the first cycle if this program were implemented, per the table in the preceding item. If certain existing faculty will exchange part of their load to teach new courses in the program, provide the qualifications of the existing faculty. The table of perspective faculty should indicate their academic qualifications (degree and area of specialization), the course(s) in the proposed program that it is anticipated that they would teach, whether the faculty member would be full-time or part-time, whether or not they are already an employee of the institution, and their denominational affiliation. Provide the CVs of perspective/existing faculty in an appendix.
2. Indicate below the estimated the annual salary and benefits package (i.e., total institutional expense) for each of the faculty indicated in the preceding item. Now take these figures and multiply them by the number of faculty required each year (row 4 in the table above). Enter the result in the Faculty Cost per Year row (#5) in the table above.
3. How many new administrators, with what qualifications, will be needed for this program for each year? Enter this number in row 6 of the table above. Estimate total salary and benefits cost for each year for the administrators and enter these figures in row 7 of the table above. (If only a part-time administrator is required, multiply by the load proportion.)
4. How many additional clerical or support personnel will be needed during for this program for each year? Enter this number in row 8 of the table above. Estimate total salary and benefits cost for each year for the clerical/support personal and enter these figures in row 9 of the table above. (If only a part-time clerical/support personal is required, multiply by the load proportion.) Now add the amounts in rows 5, 7, and 9, and enter the sums in row 10 in the table above.
5. **Facilities and Equipment**
6. List the facilities, such as buildings and spaces (e.g., classrooms, laboratories, offices), and specialized equipment, which are currently available at your institution for use in the proposed program.
7. What new/renovated buildings and spaces (e.g., classrooms, laboratories, offices), and equipment will be needed for the proposed program? Which will be added prior to the initiation of the program and during each year during the first cycle that the program is in operation? Complete the table below.

|  |  |  |
| --- | --- | --- |
| **Additional facilities & equip.** | **Description of new/renov. facilities & equip.** | **Estimated cost** |
| Prior to initiating the program |  |  |
| Year 1 of operation |  |  |
| Year 2 of operation |  |  |
| Year 3 of operation |  |  |
| Year 4 of operation |  |  |
| Year 5 of operation |  |  |

What is the anticipated cost of these additional facilities and equipment prior to the initiation of the program and for each year of the first cycle? Enter these figures in the table above.

1. What are the anticipated sources of funds for these additional facilities and equipment?
2. **Library Resources**
3. List the current library resources, such as books, hardcopy journals, and full-text databases, which are relevant to the proposed program. Group by subareas in the discipline and/or supporting areas.
4. What additional library resources, such as books, hardcopy journals, and full-text databases, will be needed for the proposed program? Which will be added prior to the initiation of the program and during the first cycle that the program is in operation? Complete the table below.

|  |  |  |
| --- | --- | --- |
| **Additional library resources** | **Description of the new library resources** | **Estimated cost** |
| Prior to initiating the program |  |  |
| Year 1 of operation |  |  |
| Year 2 of operation |  |  |
| Year 3 of operation |  |  |
| Year 4 of operation |  |  |
| Year 5 of operation |  |  |

What is the anticipated cost of these additional library resources prior to the initiation of the program and for each year of the first cycle? Enter these figures in the table above.

1. What are the anticipated sources of funds for these additional library resources?
2. **Other Institutional Needs**
3. Are there other institutional needs in relation to the program which have not yet been described? If so, please list them; estimate their startup cost and the annual cost for the following four years.
4. **Accreditation**
5. Name the national or regional accrediting agencies and/or professional societies which would be concerned with the proposed program.
6. Is it believed that the program will meet the requirements of appropriate national or regional accrediting associations and/or professional societies? On what basis has this conclusion been reached?
7. **Evaluation of Proposed Program**
8. What is the normal procedure by which curricular change is made at your institution?
9. How and by whom was this proposal developed?
10. Please name committees or councils of your institution which have reviewed and approved the proposed program. List the date of approval and action number for each committee or council.
11. List the outside consultants/assessors that have provided input or reviewed the proposal. Provide their current positions and titles. If possible, append a copy of their reports and include an institutional response to the issues raised by each report.
12. **Organization and Administration**
13. Who will be directly responsible for administration of the program? To whom does this administrator report?
14. If the proposal is for a graduate program, explain how the institution is organized to offer this level.
15. **Summary of Estimated Revenue and Costs of Program**

Summarize the estimated revenue and costs of the proposed by completing the following table (indicate the currency utilized). Include only additional revenue and costs to that which is currently in operation. Enter the anticipated enrollment data, the personnel-related expenses, the facilities expenses, and the library expenses from the tables that appear earlier in this proposal.

**Five-Year Financial Projection**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial Projection** | **Start-Up** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Revenue** |  |  |  |  |  |  |
| Estimated number of students |  |  |  |  |  |  |
| Annual tuition and fees per student |  |  |  |  |  |  |
| Total revenue (# students x tuition fees) |  |  |  |  |  |  |
| **Expenses** |  |  |  |  |  |  |
| Personnel |  |  |  |  |  |  |
| Facilities (new/renovated) & equipment |  |  |  |  |  |  |
| Library resources |  |  |  |  |  |  |
| Maintenance and depreciation |  |  |  |  |  |  |
| Other major cost items (list below) |  |  |  |  |  |  |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| Total expenses |  |  |  |  |  |  |
| **Gain (Loss)** |  |  |  |  |  |  |
| Financial equilibrium enrollment: (Calculated as total expenses divided by the annual tuition and fees per student) |  |  |  |  |  |  |

Anticipated source(s) of funding for any losses: