

UHD Certificate Proposal Content

As of October, 2023

Complete all of the following sections for submission of your certificate proposal. Prior to doing so, please review the Certificate FAQs

While certificates do not require UHS or THECB approvals, they may need to go to SACSCOC, which can be done only in January or June. Therefore, this content is consistent with SACSCOC prospectus requirements and information needed by UHD to ensure that the program is viable and plausible for our program inventory and resourcing plan. Contact the AVP, Programming and Curriculum with any questions.

Brief program description

Pro Forma

The AVPPC will prepare the final version but you must submit the pro forma information sheet to the AVPPC as part of your planning process.

Program Modality and Location

Please specify the modality/modalities in which the program will be offered—please note that the entire program must be completable in a given modality. Also indicate whether you anticipate offering this in-person at an off-campus location.

Face-to-Face: All courses will be offered in a FTF format; fewer than 50% may *also be offered* in online formats

Hybrid: All courses will be offered in a Hybrid format OR half of the classes will be fully FTF and half will be fully online.

Online: All courses will be offered online (synch or asynch or any combination thereof); fewer than 50% may also be offered FTF.

Alignment with [UHD Mission/Vision](#) and strategic plan

Briefly explain how this program is consistent with UHD mission/vision.

Determination of Need (labor market/student demand)

Briefly state reasons to add this certificate to our inventory of programs. Here are some resources you can use if appropriate.

- [U.S. Bureau of Labor Statistics Home Page \(bls.gov\)](https://www.bls.gov)
- [Texas Workforce Commission \(twc.texas.gov\)](https://www.twc.texas.gov)
- [IPEDS \(nces.ed.gov/ipeds/\)](https://nces.ed.gov/ipeds/)
- [O*NET OnLine \(onetonline.org\)](https://www.onetonline.org)
- various job posting websites such as Indeed

Comparable Programs

List comparable programs in Texas (and nationally if applicable). Add more rows as needed.

Degree Title & Description	Institution

Proposed CIP Code:

[Look here: <http://www.txhighereddata.org/Interactive/CIP/>]

Enrollment Projections

Please complete the table below to the best of your ability.

Assume both part-time and full-time students: FTSE should include FT and PT/2.

Include summer enrollments, if relevant, in the same year as fall enrollments.

Subtract students as necessary for projected graduations or attrition. Assume 2-year graduation for full-time students for a full graduate degree. If otherwise, please explain.

Explain assumptions.

- What % attrition did you assume and why? (recommend at least 10% per year)
- What % PT students did you assume? (recommend 35-50%)

Enrollment Projections and Course Caps

	Year 1	Year 2	Year 3	Year 4	Year 5
Cohort 1 FTSE					
Cohort 2 FTSE					
Cohort 3 FTSE					
Cohort 4 FTSE					
Cohort 5 FTSE					
Course size cap:					

Program Curriculum and Projected Schedule of Course Offerings

Provide a degree plan and a projected schedule of course offerings.

Programmatic Goals, Specific Student Learning Outcomes for the Program and Methods of Assessment

Summarize the specific programmatic goals/objectives of the program followed by the program assessment plan that includes both program learning outcomes and methods of assessment that meet UHD assessment plan requirements.

Course Descriptions

Provide the course subject/number/title and description for all courses in the proposed program. [If they are currently in approval process, please place an * next to the course number.]

Admissions Requirements

Describe the admissions requirements that a student must meet to enter the program.

Graduation Requirements

Describe the graduation requirements for the program.

Administrative Oversight to Ensure Program Quality

Describe the administrative oversight of the program:

EXAMPLE: The Director of Nursing oversees the administration of the program and communicates with community partners for clinical experiences in collaboration with program faculty and staff. The program advisor assists students with admission to the program and program progression.

Faculty and Staff

Completed the Faculty Roster Form below for faculty members scheduled to teach in the new program. Then list any new staff positions or staff support needed.

Include on the Faculty Roster Form the courses to be taught; do not include historical teaching assignments. List all courses in the curriculum. For an off-campus instructional site prospectus: list all courses to be taught at the site for the first 12 months of operation.

Table: CURRENT Faculty

NAME (FT, PT)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught

Table: NEW Faculty

ADD RANK intended for each line	COURSES to teach Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/application s, list the courses <i>to be taught</i> , not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
New faculty One			
New Faculty 2			

Staff

New/Existing	Position Title	Responsibilities

- Scholarship & Research Capacity:** For a graduate program or certificate:
- a. Describe/list relevant scholarship and research capability of faculty members teaching in the program (you can be selective but the point is to demonstrate that faculty in the program have scholarly connections to the material)
 - b. If applicable, document faculty experience in directing student research or creative work (particularly for programs with thesis/capstone pathways)

Physical Resources

Identify any unique physical resources (space, technology, etc.) that the program may require.

General Budget

Be general and ‘estimate’; standard numbers are included and will be used unless you adjust

	Year 1	Year 2	Year 3	Year 4	Year 5
Marketing/Recruitment Budget	3000	1000	1000	1000	1000
Accreditation costs if any					
Facilities/labs/software costs					
Graduate Assistantships					
Professional development for faculty	2000	2000	2000	2000	2000
M&O	2000	2000	2000	2000	2000
Other non-personnel costs (specify and add rows as needed)					

Adequacy of Library and Learning Resources

Please contact Steve Bonario in the library to request a statement of adequate resources from the library for this program. They need two weeks’ notice.