

**Implementation Portfolios**

**for All New Programs (Degrees with or without Concentrations, Certificates), Duplications of Existing Community College Programs, Collaborative/Joint Programs**

***Refer to TBR Policy 2:01:01:00, TBR Guideline A-010, and THEC Policy A1:0 and A1:1 before developing an Implementation Portfolio.***

**INSTRUCTIONS: Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs and/or the Vice Chancellor for Community Colleges as designated in A-010.**

**SECTION I: INTRODUCTION**

**DATE OF SUBMISSION:**

**INSTITUTION:**

**TITLE OF PROGRAM:**

**CIP AND SOC CODES:**

**CONCENTRATIONS (IF APPLICABLE:**

**CIP AND SOC CODES:**

**TARGET DATE FOR BOARD APPROVAL:**

**PROPOSED DATE OF IMPLEMENTATION:**

**SECTION II: DEGREE MAP OF PROGRAM STRUCTURE**

A. Within the Letter of Application, a proposed curriculum was presented along with the hypothesized

academic core area (foci) in which the proposed program was hypothesized to reside. Provide a degree

map below of the proposed curriculum adding additional rows as needed. Indicate 1) when each

course will appear in the Program of Study and 2) the course delivery method within the foci where

each course is projected to lie.

Indicate course delivery method as follows:

**BLACK BOLD** Ground **GREEN BOLD** Hybrid

**RED BOLD** On-line

**BLUE BOLD** ROCC Shared Library of Courses

(Community colleges should complete only Year 1 & 2. Graduate programs should complete the

degree map using the appropriate number of years, projecting what full time enrollment and part time

enrollment would look like.)

**Proposed Degree Map**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Course Rubric & Number | | | | | | | |
| FOCI | Gen Ed | Business | STEM | Health | Arts | Humanities | Social Science | Other |
| Year 1: |  |  |  |  |  |  |  |  |
| Fall  Spring  Summer |  |  |  |  |  |  |  |  |
| Year 2: |  |  |  |  |  |  |  |  |
| Fall  Spring  Summer |  |  |  |  |  |  |  |  |
| Year 3: |  |  |  |  |  |  |  |  |
| Fall  Spring  Summer |  |  |  |  |  |  |  |  |
| Year 4:  Fall  Spring  Summer |  |  |  |  |  |  |  |  |

B. Description of All Courses:

1. Provide rubric, number, title, credit hours and catalog description of each course needed for

full implementation of the proposed program.

2. Identify which courses already exist and which courses must be developed.

3. Attach complete syllabi for all university courses.

In the case of Community Colleges, provide a course template in lieu of the syllabi.

4. If a curriculum is being adopted from another Tennessee institution, provide a crosswalk of all

curriculum to identify any potential differences in offerings.

D. Describe any unique features not previously addressed, e.g., interdepartmental cooperation,

industry partners, articulation, the proposed method of awarding of prior learning assessment

credit, etc.

E. If disciplinary accreditation will be sought, provide a crosswalk of all courses by all identified

professional competencies to be fulfilled.

F. Provide a rationale for the delivery mode(s). Include options such as block scheduling, dual

enrollment, dual admissions, cohort programs, on-line, etc. If on-line delivery will be used,

indicate what percentage of the program will be delivered on-line. (If the program is to be

delivered 100% online, include a list of all degrees at all levels for which SACSCOC has

been notified and accepted. If the program is to be delivered across state lines, please

document appropriate support structures to facilitate a successful program in keeping with

SARA guidelines.)

H. Admission, Retention, and Graduation Requirements (Provide complete statement as it will

appear in the catalog only if requirements are different from standard institutional

requirements as stated in the *Catalog*.)

I. Include an organizational chart and/or statement to describe the location of the program within

the organizational structure and if it will require the addition of a new organizational unit. If

so, describe the nature of the unit. Identify campus and off-campus locations where the

institution plans to offer the program.

J. Describe the recruitment plan for both domestic and international enrollment if anticipated.

K. If a certificate program is being proposed, will it meet Federal Student Aid eligibility per the

U.S. Department of Education upon being added to the institution’s Program Participation

Agreement (PPA)? All certificate programs eligible for Federal Student Aid are subject to

Gainful Employment Regulations.

**SECTION III: PROGRAM PERFORMANCE, EVALUATION, AND RESOURCES**

Quantification of performance goals must be included whenever possible.

A. Evaluation Plans

1. Identify the assessment metrics associated with each program goal and objective and how each

metric will inform the program.

2. Identify which individuals within the proposed program are responsible for evaluation and outline an

evaluation schedule for each of the first five years of the program.

B. Resources

### 1. Provide the most recent accreditation report/audits for any existing offerings within the same

### division/department/college which speaks to need or resource allocations.

### 2. Provide justification for any needed resources/support along with any industry contributions.

### 3. Provide a rationale for reallocation of budgeted funds. Cite the THEC annual degree

### productivity data where funds may be redirected from closed low-producing programs

### (THEC A1:1.2OP), if relevant.

4. Other Needs for Support

a. Describe needed library and information technology resources to be available to support the

projected program.

b. Describe needed instructional facilities & instructional equipment to support the program.

c. Other Needs

**SECTION VI: FINANCIAL PROJECTIONS**

1. Provide any THEC Financial Projections Forms (FP) which have been revised since the Letter of Application as an appendix.

B. Provide evidence of non-state funds (gifts, grants, and awards) already made available to

meet start-up costs.

C. If reallocation have changed since submission of the Letter of Application, provide a rationale

and source for reallocation of budgeted funds. Cite THEC annual degree productivity data where

funds may be redirected from closed/ low producing programs (THEC A1:1.2OP), if relevant.

D. List:

1. All Active Letters of Application
2. Programs not meeting benchmarks (if changed since submission of Letter of Application)
3. Low producing programs at all levels (if changed since submission of Letter of Application)
4. Programs terminated within the last 12 months
5. Include estimated cost of external training and/or out-of-state consultants not available through the TBR.
6. For converting to online delivery, provide projected costs by line item and the source(s) of revenue to support these costs.