

Transformation Template

Academic Transformation Template

Proposal Guidelines:

1. All proposals have a 5 page limit (includes budget and budget justification), have to work within existing budget for current program, and are required to include the following:
 - a. Program name and description (identify the transformation/collaboration that is new)
 - b. Goals/expected learning outcomes
 - c. Timeline including when evaluation will occur and when decisions about continuation of program will occur
 - d. Benchmarks that indicate success such as
 - i. Increase in majors (quantify)
 - ii. Increase in demand for the program
 - iii. decrease in base budget allocation
 - iv. decrease in overload/contingent/adjuncts
 - e. Evaluation method(s)
 - f. Exit plan (or teach out)
 - g. Line item budget and budget justification that shows how the change will not negatively impact the current budget for the program OR how the budget may have a positive impact (e.g. less overload decreases cost)
2. Include compelling **evidence** that supports the rationale for the proposed transformation/collaboration such as market data, demand, accreditation requirements. Address the need for the program.
3. The proposal must be accompanied by letters of support from the Department Head/Associate Dean and Dean.
4. **NOTE:** If the proposal encompasses a new or revision of the current curriculum and is approved for implementation the requirement for review by CUP/GPC (AAUP) or FEC (NMUFA) must be followed.

DISTANCE-BASED PROPOSALS

5. In addition to the information requested in 1-5, distance-based proposals must include:
 - a. The specific format proposed for the program and courses in the program (e.g., off-site, hybrid, online), whether the courses will be offered as semester-long or in accelerated format, and whether online or hybrid courses will have synchronous components (i.e., will students need to log on to online or hybrid courses at particular times).
 - b. A brief description of a plan (with timeline) for converting the program to an online/hybrid format (if applicable).
 - c. A list of anticipated instructional and other operational costs associated with offering the program at a distance.
 - d. A list of distance qualified and Online Teaching Fellow completers who will likely teach in the transformed program.

Review Process

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The proposals will be reviewed by the Implementation Task Force (Provost, Associate Provost, VP Finance, Assistant VP Budget/Business Services, VP Extended Learning, and the Foundation CEO. The review process will include review of the proposal and a meeting with the Department Head/Associate Dean overseeing the program. Deans will be included in the meeting as necessary. The president may be present for the discussion of the proposal with Department Heads and Deans.