

EXAMPLE

NEW GRADUATE PROGRAM PROPOSAL FORM (For Kentucky Council on Postsecondary Education)

Instructions: All Answers should be in **black font**. “Budget” section must be included for submission to CPE for 45 day review. When completed, this form and the [Course Listings Form](#) should be submitted to InstitutionalEffectiveness@uky.edu. For further questions regarding this form send an email to wendy.henry@uky.edu

BASIC INFO

1.* Degree level and designation: (Ex. Master of Arts, PhD, Bachelor of Science, etc.)

Master of Fine Arts

2.* Program name: (Interior Design, Social Work, etc.)

Imaginary Arts Program (IAP)

3.* CIP Code: (provided by [Graduate Council](#) chair): 00.000

4.* Is this program an advanced practice doctorate? ___ Yes ___X___ No

If yes, see additional pre-proposal questions at the end of the form.

5.* Requested effective date: ___ Semester after approval or ___X___ Specific Date 8/25/14

(Programs are typically made effective for the semester following approval. No program will be made effective unless all approvals, up through and including Board of Trustees and CPE approval, are received.)

6.* Contact Information: (Individual responsible for submission of, completion of, and answering questions about the proposal)

Name: Dr. Jon Jane Doe

Title: Co-Director; Associate Professor

Email: JJdoe@uky.edu

Phone: 859-257-1111

MISSION

1.* Provide a brief description of the program: (300 word limit)

The program is a two-year, full-residency *Imaginary Arts Program* at the graduate level offering by the Department of ABC the terminal degree of Master of Fine Arts in *Imaginary Arts*. The mission of this program is to prepare MFA candidates to be well equipped for the teaching of poetry, fiction, and creative nonfiction, but also for writing and publishing for a national literary audience. The UK MFA in *Imaginary Arts Program* will aim to compete with the best MFA programs in the nation, and will seek to attract high quality, highly motivated MFA students. The program will offer MFA students a sophisticated program of artistic and literary study, which includes substantial scholarly study and writing. The program will dovetail perfectly with the undergraduate program at UK.

Does the program allow for any concentrations OR specializations? Yes No

If “Yes,” name the concentration(s) or specialization(s) and provide a brief description for each. (300 word limit)

(Specific course requirements will be described in the Quality Section.)

The Imaginary Arts Program offers two concentrations to students who want to focus on specific skill sets. The **Disney Art Concentration** offers 6 hours of study focused on the design and electronic art processes used in the top Imaginary Art Industries in the world. The **Pixar Graphic Concentration** offers 6 hours of study focused on the high tech graphic programs and processes used in the Industry. Both of these concentrations are designed to develop expertise that is needed and valuable to the Imaginary Arts industry.

2.* What are the program objectives? (Note: this is not the place to list student learning outcomes. The question refers to the program itself. Program objectives should deal with the specific institutional and societal needs that this program will address.) (300 word limit)

The objectives of this program are to respond to the Commonwealth’s need for a full-residency *Imaginary Arts* program at the graduate level, offering the terminal degree of Master of Fine Arts in *Imaginary Arts*. To produce quality MFA candidates who will take their places in the national literary community, and who will contribute to that community through their teaching, writing, publications, scholarship, and professional accomplishments. These results, in turn, will benefit the university and the community financially, socially, intellectually and culturally—from the simple enrichment of campus life in the department and the college to the complex and hard-to-measure benefits of increased national public attention and acclaim.

3.* Explain how the program objectives above support at least two aspects of UK’s institutional mission and academic strategic plan? (150 word limit)

UK Mission Plan – (These are the goals of the Mission Plan that deal with curriculum issues)

Goal 1: Prepare Students for Leading Roles in an Innovation-driven Economy and Global Society

Goal 2: Promote Research and Creative Work to Increase the Intellectual, Social, and Economic Capital of Kentucky and the World beyond Its Borders

Goal 4: Promote Diversity and Inclusion

The objectives of this program reflect the mission and profiles of the University by preparing students for professions in *Imaginary Arts* to serve the needs of the state and beyond.

4.* How do the program objectives above support at least two aspects of the Council on Postsecondary Education’s (CPE) Strategic Agenda? (300 word limit)

CPE Strategic Agenda – *The state’s strategic plan for postsecondary education focuses on four areas.*

Please choose which area(s) your proposed program relates to along with which policy objective(s) that your proposed program will address.

- *College readiness* – *Will the program increase the number of college-ready Kentuckians entering postsecondary education? Will it increase the number of college-ready GED graduates? Will it increase the effectiveness of Kentucky’s K-12 teachers and school leaders?*

- Student success – Does this program increase high-quality degree production and completion rates and close achievement gaps, particularly for lower-income, underprepared, and underrepresented minority students? Does this program decrease financial barriers to college access and completion.
- Research, economic, and community development: Does this program increase educational attainment and quality of life in Kentucky communities through regional stewardship, public service, and community outreach?
- Efficiency and innovation: Does this program increase academic productivity through program innovations? Does this program maximize the use of postsecondary and adult education resources?

The program will support Kentucky’s postsecondary education agenda to increase educational attainment and quality of life by raising the educational attainment level of the Commonwealth specifically, and the national community, generally. The mission of this program is to prepare MFA candidates to be well equipped for the teaching of poetry, fiction, and creative nonfiction, but also for writing and publishing for a national literary audience. The work of UK’s *Imaginary Arts* MFA scholars will influence new creative works with a broad national and international impact across educational spectrums.

5.* Explain how the proposed program furthers the statewide implementation plan. (300 word limit)

The Statewide Implementation Plan– focuses on seven areas. Please describe how your program will use the following strategies to successfully implement the new program:

- Adequate Funding
- Accountability
- Performance Metrics and Targets
- Implementation Plans
- Reporting and Benchmarking
- Incentives
- Balancing Quality and Quantity

For details on these strategies go to the CPE website:

<http://cpe.ky.gov/planning/strongerbydegrees/implementation.htm>

The *Imaginary Arts Program* will enhance Kentucky’s academic reputation by attracting high quality, highly motivated MFA students. The program will offer these select students a sophisticated program of artistic and literary study, which includes substantial scholarly study and writing. Graduates will be leaders and innovators in the field and employed in institutions of higher learning, and national and international publishing houses.

6.* Is an approval letter from an Education Professional Standards Board (EPSB) required? __ Yes X No
(i.e. any program leading to teacher, principal, or superintendent certification, rank change, etc.)

If Yes, please append a PDF version of the letter to this form.

QUALITY

1.* What are the intended student learning outcomes (SLOs) of the proposed program? (Address one or more of the five areas of learning – broad, integrative knowledge; specialized knowledge; intellectual skills; applied learning; and civic learning.) (300 word limit).

Students will

1. Demonstrate the ability to thrive in a challenging writers' workshop in which students critique one another's work under the mentorship of an accomplished writer-teacher.
2. Demonstrate the ability to be an expert and wide-ranging reader.
3. Demonstrate attentiveness to revision. In addition to frequent reading and writing, the curriculum requires frequent revision of student work, and the teacher provides suggestions for improving the work as well as references to literary models that might be helpful.
4. Produce a publishable literary work, and demonstrate expertise in a primary genre to graduate.

2. Explain how the curriculum achieves the program-level student learning outcomes by describing the relationship between the overall curriculum or the major curricular components and the program objectives. You may provide a narrative, a visual (chart, table, graphic), or both that demonstrates the relationships between course-level student learning outcomes and program-level student learning outcomes. (300 word limit)

There will be two different kinds of periodic assessment: (1) programmatic assessment and (2) student assessment. For (2) we will use the standard assessment exercise adopted for our bachelor's program: student learning outcomes measured against specified rubrics, using artifacts such as portfolios and essays. For (1) we will use student evaluations for individual courses, and schedule periodic program reviews. We will also monitor graduation rates and graduate destinations.

3.* How will the program support or be supported by other programs within the institution?

(For example, shared faculty, shared courses, collaborative research, etc.) (300 word limit)

The program will be heavily supported by faculty specialists in English.

4.* Will this program replace or enhance any existing program(s) or tracks (or concentrations or specializations) within an existing program? ___ Yes ___X___ No If "Yes," explain (300 word limit):

5.* Initially, what percentage of the proposed program will be offered via distance learning? (check one)

0% 1% - 24% 25% - 49% 50% - 74% 75% - 99% 100%

NOTE: Programs in which 25% or more of the program will be offered via distance learning may need to submit a substantive change prospectus to SACS. Please contact institutionaleffectiveness@uky.edu for assistance. The prospectus is required by SACS, but it is NOT required for Senate review. For questions about alternative delivery modes, please contact the Distance Learning Programs and E-Learning office on campus. Per the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) definition of distance education, distance education is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous.

6.* If any percentage of the program will be offered via the alternative learning formats below, check all that apply, below:

- Distance learning.
- Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, email, interactive television, or World Wide Web.

- Technology-enhanced instruction.
- Evening/weekend/early morning classes.
- Accelerated courses.
- Instruction at nontraditional locations, such as employer worksite.
- Courses with multiple entry, exit, and reentry points.
- Courses with “rolling” entrance and completion times, based on self-pacing.
- Modularized courses.

7. * Will the program’s home educational unit require new or additional faculty? Yes No

- If “Yes,” provide a plan to ensure that appropriate faculty resources are available, either within UK or externally, to support the program. Note whether they will be part-time or full-time faculty.
- If “Yes,” when will the faculty be appointed? (150 word limit)

8. Include the projected faculty/student in major ratio.

A good program has a low faculty-to-student ratio (1 to 6 or fewer) which ensures MFA candidates with frequent and extensive critiques of their work and their theses, and is essential to a first-tier national MFA in *Imaginary Arts Program*. At the end of the YEAR 2 of the new MFA program, assuming a full total enrollment of 12 students, each faculty member should have 2-3 advisees. This number should increase to 3-4 advisees in YEAR 3.

9. Is there a specialized accrediting agency related to this program? Yes No

If “Yes,” please identify the agency and explain your plans for accreditation. (200 word limit)

10. Faculty resources shall be demonstrated to be adequate and appropriate for the proposed program. The number of faculty should meet external standards where appropriate. The qualifications of faculty will support the objectives and curriculum of the proposed program.

ATTACH SACS FACULTY ROSTER FORM

11. Describe the library resources available to support this program. You may attach any documentation provided to SACS. Access to the qualitative and quantitative library resources must be appropriate for the proposed program and should meet recognized standards for study at a particular level or in a particular field where such standards are available. Adequacy of electronic access, library facilities, and human resources to service the proposed program in terms of students and faculty will be considered.

Sample response:

The UK Libraries offers collections, services and other learning/information resources consistent with the degrees offered at the University. UK Libraries fulfills the University’s educational, research, and service missions through the acquisition, organization, and preservation of relevant information resources that support the academic and research programs. The print collections are housed in the ten libraries across the campus and in the print

archives. UK Libraries' resources include:

- 4 million volumes
- access to 100,000 current serials, including 70,000 electronic serials accessible on and off campus
- access to approximately 450 licensed networked electronic resources/databases
- 550,000 electronic books accessible on and off campus
- 100,000 audio/visual materials

PLUS full wireless capability in all campus libraries provides access to electronic resources within library facilities.

12. Describe the physical facilities and instructional equipment available to support this program.

Physical facilities and instructional equipment must be adequate to support a high quality program. The proposal must address the availability of classroom, laboratory and office space as well as any equipment needs.

Currently the Department of *Imaginary Arts* resides on the 99th floor of the Patterson Office Tower. We have access to schedule all campus classrooms. We regularly teach courses in Patterson Office Tower and in Whitehall Classroom Building. We are able to add accommodate new faculty on the 99th Floor as well as space for our Teaching Assistants.

13. Clearly state the admission, retention, and completion standards designed to encourage high quality.

Admission will be competitive, with the acceptance of the candidate into the program determined by a strong writing sample of original works, a statement of purpose, three letters of recommendations, undergraduate transcripts, and GRE quantitative and verbal test scores. Students with a Bachelor's or Master's may enter into advanced courses directly. The guidelines from the Graduate School require a grade point average (GPA) 2.75 for undergraduates, and a 3.00 for transferring graduates. The UK MFA will require an overall GPA of at least 3.3 (B+) overall for any entering student, including those without a bachelor's in English. International applicants interested in the UK MFA program will be encouraged to apply and will be handled on a case-by-case basis with advice from the Office of International Affairs. All admissions will be handled by an admissions committee made up of members of the MFA planning committee.

14. Clearly state the degree completion requirements for the program.

A. (program only): *Imaginary Arts Program*

Total number of hours required for degree: 30 hours

Number of hours in degree program core: 15

- IAP 680 *Imaginary Arts* (3)
- IAP 748 *Master's Thesis Research* (6)
- IAP 771 *Seminar in Special Topics* (3)
- IAP 780 *Directed Studies* (3)

Total number of hours of program guided electives: 15 hours

Choose 15 hours from the following courses:

- IAP 601 *History of Imaginary Arts in America* (3)
- IAP 605 _____ (3)
- IAP 609 _____ (3)
- IAP 638 _____ (3)
- IAP 651 _____ (3)
- IAP 656 _____ (3)
- IAP 690 _____ (3)
- IAP 722 _____ (3)

B. (program with concentration/specialty) Imaginary Arts Program:

Total number of hours required for degree: 30 hours

Number of hours in degree program core: 15

- IAP 680 Imaginary Arts (3)
- IAP 748 Master's Thesis Research (6)
- IAP 771 Seminar in Special Topics (3)
- IAP 780 Directed Studies (3)

Total number of hours of program guided electives: 9 hours

Choose 9 hours from the following courses:

- IAP 601 History of Imaginary Arts in America (3)
- IAP 605 _____ (3)
- IAP 609 _____ (3)
- IAP 638 _____ (3)
- IAP 651 _____ (3)
- IAP 656 _____ (3)
- IAP 690 _____ (3)
- IAP 722 _____ (3)

Disney Art Concentration: Choose 6 hours from the following courses:

- DAC 609 Seminar in Electronic Art Methods (3)
- DAC 622 _____ (3)
- DAC 638 _____ (3)

Pixar Graphic Concentration: Choose 6 hours from the following courses:

- PGC 609 Seminar in High Tech Graphic Methods (3)
- PGC 622 _____ (3)
- PGC 638 _____ (3)

15. Provide the following information for the program and for each concentration (some categories may not apply to all programs):

Name of Degree Program and/or Concentration(s)/Specialty(s)	Total number of hours required for degree	Number of hours in degree program core (may be same # as total # of hours required for degree)	Complete as Applicable		
			Number of Core hours required for concentration(s) OR Specialty(s)	Number of hours in guided electives (e.g., specified electives for each concentration OR specialty)	Number of hours in free electives (e.g., general elective hours that are of students' choosing)
A. (program only): Imaginary Arts Program	30	15	0	15	0
B. (program with concentration/specialty):					
Imaginary Arts Program	30	15	0	9	0
Disney Art Concentration	—	—	6	0	0
Pixar Graphic Concentration	—	—	6	0	0

16. List courses under the appropriate curricular headings.

[ATTACH UK COURSE LISTINGS FORM](#)

17. Describe how the proposed program will articulate with related programs in the state. It should describe the extent to which student transfer has been explored and coordinated with other institutions. (Attach PDFs of all draft articulation agreements related to this proposed program.)

The guidelines from the Graduate School require a grade point average (GPA) 2.75 for undergraduates, and a 3.00 for transferring graduates.

DEMAND

1.* Provide justification and evidence to support the need and demand for this proposed program.

Include any data on student demand, career opportunities at any level, or any recent trends in the discipline that necessitate a new program. (300 word limit)

- This evidence is typically in the form of surveys of potential students and enrollments in related programs at the institution.
- Anecdotal evidence is insufficient. Demonstrate a systematic collection of data, thorough study of the data, and a reasonably estimated student demand for the program.
- Provide evidence of student demand at state and national levels.

Of the three MFA degrees offered in the state, all are low or limited residency programs. Our proposed MFA in *Imaginary Arts* Program, by contrast, would be a two-year full-residency program, becoming the only such program in the Commonwealth of Kentucky.

There are currently 233 English majors at UK. In fall 2013, the department added a *Imaginary Arts* Option to its major. There are currently 233 majors in the department. At the undergraduate level, there is increasing student demand for *Imaginary Arts* courses in the English Department. We anticipate several MFA program applicants will be UK undergraduate students, including English majors and non-majors who have been enrolled in *Imaginary Arts* courses.

The number of undergraduate students enrolled in *Imaginary Arts* at UK:

- 2012-2013 Academic Year:
 - Fall: 367
 - Spring: 233
 - Total: 600
- 2013-2014 Academic Year:
 - Fall: 416
 - Spring: 367
 - Total: 783

We expect to enroll a class of 6-8 students in Fall 2014. We anticipate at least 1-4 of those students will come from our undergraduate program. As the program builds, we expect this number to increase, along with the number of candidates we are able to admit.

The UK MFA in *Imaginary Arts Program* will be a two-year full-residency program, becoming the only such program in the Commonwealth of Kentucky. Benchmark Institutions with MFA Programs in *Imaginary Arts*: • University of Michigan--25 admitted in 2012; approximately 44 enrolled currently in MFA program • Ohio State University--admits up to 35 per semester; approximately 45 enrolled currently in MFA program • University of Virginia--admits 10 students per year; 5 poets and 5 fiction writer; 24 currently enrolled in MFA program At the undergraduate level, there is increasing student demand for *Imaginary Arts* courses in the English Department.

2. Identify the applicant pool and how they will be reached.

A logical first step is to reach out to institutions across the nation, both to those where an MFA in *Imaginary Arts* does not exist, and to those where the MFA is non-residential. The departments will be sent promotional materials for distribution, and our faculty will visit and communicate directly with certain of these programs. Taking advantage of Kentucky's geographic position, will recruit students from across the nation, in competition with the top graduate *Imaginary Arts Programs* in the country.

3. Describe the student recruitment and selection process.

The *Imaginary Arts* faculty has a substantial network of connections ranging across US and international institutions. We will use this network to promote the new MFA in *Imaginary Arts* degree. We will use professional magazines, journals, and newsletters, such as The Writer's Chronicle (the magazine of the Association of Writers & Writing Programs) to advertise the program, as well as direct mail solicitations to undergraduate programs in *Imaginary Arts* and other universities similarly positioned.

4. Identify the primary feeders for the program.

Primary feeders for this program will be the UK undergraduate English/*Imaginary Arts* Option majors and undergraduate students from across the state of Kentucky who are seeking to remain in-state to complete a full-residency MFA program in *Imaginary Arts*.

5. Provide any evidence of a projected net increase in total student enrollments to the campus as a result of the proposed program.

There are currently 233 English majors. In fall 2013, the department added a *Imaginary Arts* Option to its Major. There are currently 233 majors in the department. At the undergraduate level, there is increasing student demand for *Imaginary Arts* courses in the English Department. We expect many of our MFA Program applicants will include UK undergraduate students. The number of undergraduate students enrolled in *Imaginary Arts* at UK:

2012-2013 Academic Year: Fall: 367 / Spring: 233 / Total: 600

2013-2014 Academic Year: Fall: 416 / Spring: 367 / Total: 783

We expect to enroll a class of 6-8 students in Fall 2014. We anticipate at least 1-4 of those students will come from our undergraduate program. As the program builds, we expect this number to increase, along with the number of candidates we are able to admit.

6. Project estimated student demand for the first five years of the program.

Academic Year	Degrees Conferred	Majors (Headcount) – Fall Semester
2014-2015	0	6
2015-2016	6	12
2016-2017	7	14
2017-2018	8	16
2018-2019	9	18

7. Clearly describe evidence of employer demand. Such evidence may include employer surveys, current labor market analyses, and future human resource projections. Where appropriate, evidence should demonstrate employers' preferences for graduates of the proposed program over persons having alternative existing credentials and employers' willingness to pay higher salaries to graduates of the proposed program.

Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each type of jobs at the regional, state, and national levels.

1. Copywriter \$53,000
2. Public relations \$52,000
3. Technical Writer \$52,000
4. Assistant Professor of *Imaginary Arts* \$52,000
5. B2B Content Writer \$34,000
6. High school English (w/ *Imaginary Arts* focus) Teacher \$35,000
7. Novelist \$10,000-\$100,000

8. Clearly describe all evidence justifying a new program based on changes in the academic discipline or other academic reasons. (300 word limit)

Of the three MFA degrees offered in the state, all are low or limited residency programs. Our proposed MFA in *Imaginary Arts* Program, by contrast, would be a two-year full-residency program, becoming the only such program in the Commonwealth of Kentucky.

The establishment of a full-residency *Imaginary Arts Program* at the graduate level, offering the terminal degree of Master of Fine Arts in *Imaginary Arts*, is supported by the fact that many writers who seek a MFA degree and who are from this region, wish to remain in this region to pursue graduate studies. Therefore, a new MFA in *Imaginary Arts Program* at UK is well positioned to serve a real educational need in the Commonwealth.

A new program may serve the same potential student population. The proposed program must be sufficiently different from existing programs in the state or access to existing programs must be sufficiently limited to warrant initiation of a new program.

9.* Specify any distinctive qualities of the proposed program. (300 word limit)

For instance:

- Are any of your faculty nationally or internationally recognized for expertise in this field?
- Does this program build on the expertise of an existing locally, nationally or internationally recognized program at your institution?
- Do you have any specialized research facilities or equipment that are uniquely suited to this program?

Since 1947 the UK English Department has nourished artists of the commonwealth with course offerings in *Imaginary Arts*. Included among the undergraduate level program's student artists and faculty (past and present), are writers with national reputations: Wendell Berry, James Baker Hall, Guy Davenport, Ed McClanahan, Jane Vance, Gurney Norman, Nikky Finney, Erik Reece, Frank X Walker,

Julia Johnson and Bobbie Ann Mason. The College of Arts & Sciences is well equipped to satisfy this need with a *Imaginary Arts* faculty who have achieved a superb record in publication and in designing and teaching *Imaginary Arts* courses at the undergraduate level.

10.* Are their similar programs in other [Southern Regional Education Board \(SREB\)](#) states in the nation? Yes No

If “Yes,” please identify similar programs in other SREB states and in the nation.

Imaginary Arts MFA – Eastern Kentucky University

If “Yes,” answer the questions below to demonstrate why this new program is needed in addition to the one(s) currently in existence:

10a.* Does the program differ from existing programs in terms of curriculum, focus, objectives, etc.?

The program at Eastern Kentucky University, Bluegrass Writers Studio, is a Low-Residency MFA in *Imaginary Arts*. Participants are in residency for ten to fourteen-day intensive workshops; additional writing workshops are taken online only.

The proposed UK MFA Program provides the only full-residency MFA Program in *Imaginary Arts* in the Commonwealth of Kentucky. MFA students will take required courses in literature within the UK English Department and will be required to take additional courses in other departments across the University.

10b.* Does the proposed program serve a different student population (e.g., students in a different geographic area, non-traditional students, etc.) from existing programs?

The UK MFA Program is the only MFA full-residency MFA Program in Central Kentucky.

10c.* Is access to existing programs limited? Yes No

This proposed UK MFA program will allow access to a full-residency program to residents of Lexington and residents of the state of Kentucky who currently travel out of the state to earn this degree.

10d.* Is there excess demand for existing similar programs? Yes No

If yes, please explain (300 word limit)

10e.* Will there be collaboration between the proposed program and existing programs? Yes No

If yes, please explain the collaborative arrangements with existing programs.

If not, please explain why not. (300 word limit)

EKU is the only public MFA in *Imaginary Arts* program in the state, and it is low-residency.

11. Would your institution like to make this program available through the Academic Common Market?

Yes No

The [Academic Common Market \(ACM\)](#) is a cooperative tuition-reduction agreement among 16 Southern Regional Education Board (SREB) states. The program encourages out-of-state students to come study at UK and enables Kentucky students who are interested in an academic program not offered at a public/state-funded university in Kentucky to pay in-state tuition at participating public/state-funded colleges and universities.

REVIEW AND ASSESSMENT

1.* Identify both the direct and indirect methods by which the intended student learning outcomes (SLOs) will be assessed. (Please note that the assessment is at the program-level, not course-level.) (300 word limit)

There will be two different kinds of periodic assessment: (1) programmatic assessment and (2) student assessment. For (2) we will use the standard assessment exercise adopted for our bachelor's program: student learning outcomes measured against specified rubrics, using artifacts such as portfolios and essays. For (1) we will use student evaluations for individual courses, and schedule periodic program reviews. We will also monitor graduation rates and graduate destinations.

For each assessment method, please provide direct indicators of achievement of program-level student learning outcomes and frequency of data collection.

1. Which components will be evaluated? (300 word limit)

There will be two different kinds of periodic assessment: (1) programmatic assessment and (2) student assessment. For (2) we will use the standard assessment exercise adopted for our bachelor's program: student learning outcomes measured against specified rubrics, using artifacts such as portfolios and essays. For (1) we will use student evaluations for individual courses, and schedule periodic program reviews. We will also monitor graduation rates and graduate destinations.

The intended student learning outcomes of the MFA Program in *Imaginary Arts*:

- Demonstrate the ability to thrive in a challenging writers' workshop in which students critique one another's work under the mentorship of an accomplished writer-teacher.
- Demonstrate the ability to be an expert and wide-ranging reader.
- Demonstrate attentiveness to revision. In addition to frequent reading and writing, the curriculum requires frequent revision of student work, and the teacher provides suggestions for improving the work as well as references to literary models that might be helpful.
- Produce a publishable literary work, and demonstrate expertise in a primary genre to graduate.

2. When will the components be evaluated? (150 word limit)

Beginning in Year 2

3. When will the data be collected? (150 word limit)

Beginning in Year 1

4. How will the data be collected? (150 word limit)

Data will be collected through a variety of ways including University run teacher course evaluations, student/faculty feedback, theses and surveys.

5. What will be the benchmarks and/or targets to be achieved? (300 word limit)

Teacher course evaluations are to provide scores in excess of the College mean on overall value of course and overall value of instructor. This is expected to be first evaluated in year 2 with improvements in year 3. Student theses will inform the curriculum evaluation and development. As portfolios will not be available until the first cohort graduates, this will take 2-3 years before it will be included in the program assessment. In the years leading up to the first graduating class, selected artifacts from courses across the curriculum will be evaluated using rubrics on an annual basis to inform the faculty as they alter and improve the curriculum. Benchmarks relative to portfolios and course artifacts will be based on appropriate faculty consensus and will be developed after the first initial review process.

6. What individuals or groups will be responsible for data collection? (150 word limit)

Faculty and staff in the MFA Program

7. How will the data and findings be shared with faculty? (300 word limit)

Data and findings will be shared with appropriate faculty committees who will analyze and report findings to the full program faculty. Assessment data will also be shared with college wide committees. Both will occur on an annual basis.

8. How will the data be used for making programmatic improvements? (300 word limit)

In addition to evaluating a specific student's performance on the program theses, theses and the included artifacts will also be measured against program learning outcomes. Faculty analysis will focus on areas in the program learning outcomes that are perhaps not reflected or reflected poorly in portfolios. That information will feed into the faculty Curriculum Committee who will provide input to the program faculty on necessary changes to the curriculum. This will occur annually.

9. What are the measures of teaching effectiveness? (300 word limit)

Measuring teaching effectiveness will take into account student success in the class room, teacher course evaluations. Additionally, junior faculty will have a senior faculty member as a mentor. Among other duties, the faculty mentor will provide feedback and assistance in the area of instruction.

10. What efforts to improve teaching effectiveness will be pursued based on these measures? (300 word limit)

Workshops will either be sourced externally (For example, Associated Writing Programs Conference's pedagogy panels) or developed in-house to address any appropriate issues. Faculty will make use of existing University resources (for example CELT – the Center for the Enhancement of Learning and Teaching) as well.

11. What are the plans to evaluate students’ post-graduate success? (300 word limit)

Surveys will be conducted with both graduates and employers of graduates. The survey will focus on the student’s perceived success as well as include the employer’s perspective of how well the employee was when s/he began their career. Surveys of graduating students will occur annually. Surveys of employers will occur every three years.

COST

1. Will this program require additional resources? ____ Yes __X__ No

If “Yes,” please provide a brief summary of additional resources that will be needed to implement this program over the next five years. (300 word limit):

2. Will this program impact existing programs and/or organizational units within your institution?

____ Yes __X__ No

If “Yes,” please describe the impact (300 word limit):

3. Provide adequate documentation to demonstrate sufficient return on investment to the state to offset new costs and justify approval for the proposed program. (300 word limit)

The MFA program will expand and grow as demand and student enrollment in the program grows. This is in line with a new budget model currently benign put in place by the University of Kentucky.

REQUESTED BUDGET

Estimate the level of new and existing resources that will be required to implement and sustain the program using the spreadsheet below. (For questions about cost and funding of the program, please contact your department chair, business officer, or associate dean for academic affairs.)

Funding Sources, by Year of Program (Please answer in terms of dollar amounts.):

Total Resources Available from Federal Sources (Federal sources include grants, earmarks, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Total Resources Available from Other Non-State Sources (Non-state sources include philanthropies, foundations, individual donors, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

State Resources (State sources include general fund revenue, grants, pass-thru funds, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Internal (The source and process of allocation and reallocation should be detailed, including an analysis of the impact of the reduction on existing programs and/or organization units)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New Allocated Resources					
(Existing) Reallocated Resources	\$500,000	\$510,000	\$520,200	\$530,604	\$541,216
Narrative Explanation/Justification (as applicable) 100 word limit:	Current faculty salaries including a 2% raise each year.				

Student Tuition (Describe the impact of this program on enrollment, tuition, and fees.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New	\$209,400	\$216,900	\$299,200	\$309,200	\$399,000
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	These numbers are based on estimated enrollments of Yr 1=15, Yr 2 = 15, Yr 3 = 20, Yr 4 = 20, Yr 5 = 25. The dollar figure is based on 4/5 in-state tuition and 1/5 out-of-state tuition.				

Total Funding Sources	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New	\$209,400	\$216,900	\$299,200	\$309,200	\$399,000
Existing	\$500,000	510,000	\$520,200	\$530,604	\$541,216
Total Funding Sources:	\$709,400	\$726,900	\$819,400	\$839,704	\$940,216

Breakdown of Budget Expenses/Requirements: (Please answer in terms of dollar amounts.):

Staff: Executive, Administrative & Managerial (Include salaries and whether new hires will be part-time or full-time)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Other Professional (Include salaries)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Faculty (Include salaries and whether new hires will be part-time or full-time)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New	\$200,000	\$204,000	\$208,080	\$212,242	\$216,487
Existing	\$500,000	\$510,000	\$520,200	\$530,604	\$541,216
Narrative Explanation/Justification (as applicable) 100 word limit:	The faculty cost reflects the two new faculty lines which will be dedicated to teaching in the new program. The existing faculty costs reflect the teaching efforts of the faculty of record.				

Graduate Assistants (if master's or doctorate) (Identify the number of assistantships/stipends that will be provided AND Include the level of support for each assistantship/stipend.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Breakdown of Budget Expenses/Requirements CONTINUED:

Student Employees (Include salaries/stipends)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) <i>100 word limit:</i>	NA				

Equipment and Instructional Materials	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New	\$120,000	\$18,000	\$18,000	\$18,000	\$18,000
Existing					
Narrative Explanation/Justification (as applicable) <i>100 word limit:</i>	The equipment and instructional materials (eg. consumables) budget reflects capital and small equipment needed, in the first year of the new program, to adequately equip the new 4 credit hour lecture-laboratory course. This course will be required of all majors and involves an intensive lecture and lab experience involving completion of a series of guided, integrated studies employing applied techniques that require advanced instrumentation. After year 1, we are requesting an annual consumables budget of \$18,000 to provide the laboratory supplies needed to conduct the lab.				

Library (Includes new journal subscriptions, collections, and electronic access)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) <i>100 word limit:</i>	NA				

Contractual Services	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) <i>100 word limit:</i>	NA				

Breakdown of Budget Expenses/Requirements CONTINUED:

Academic and/or Student Services	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Other Support Services	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Faculty Development (Includes travel, conference fees, consultants, etc.)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Assessment	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) 100 word limit:	NA				

Breakdown of Budget Expenses/Requirements CONTINUED:

Student Space and Equipment (if doctorate)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) <i>100 word limit:</i>	NA				

Faculty Space and Equipment (if doctorate)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) <i>100 word limit:</i>	NA				

Other	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New					
Existing					
Narrative Explanation/Justification (as applicable) <i>100 word limit:</i> There is no dedicated area on the budget form to explain that some programs generate revenue. If the proposed program generates revenue, include a statement to this effect:	<p>THIS PROGRAM DOES NOT GENERATE REVENUE UNTIL THE THIRD YEAR. AS THE NUMBER OF STUDENTS RISES AND THE EQUIPMENT COSTS DECLINE THE PROGRAM BEGINS TO GENERATE INCOME. IN YEARS THREE THRU FIVE THE PROPOSED PROGRAM IS EXPECTED TO BE A REVENUE GENERATING PROGRAM.</p>				

Total Expenses/Requirements	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
New	\$320,000	\$222,000	\$226,080	\$230,242	\$234,487
Existing	\$500,000	\$510,000	\$520,200	\$530,604	\$541,216
Total Budget Expenses/Requirements:	\$820,000	\$732,000	\$746,280	\$760,846	\$775,703

Grand Total	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Total Funding Sources:	\$709,400	\$726,900	\$819,400	\$839,704	\$940,216
Total Expenses/Requirements:	\$820,000	\$732,000	\$746,280	\$760,846	\$775,703
Total Net Cost:					
The net cost may reflect revenue (+) or loss (-)	-110,600	-5,100	+73,120	+78,858	+164,513

Remember to complete the [Course Listings Form](#) and submit with this New Graduate Program Pre-Proposal Form to InstitutionalEffectiveness@uky.edu. For further questions regarding this form, send an email to wendy.henry@uky.edu

If the program is an ADVANCE PRACTICE DOCTORATE, please address the questions on the next page.

**ADVANCE PRACTICE DOCTORATE NEW PROGRAM PROPOSAL
PLEASE ADDRESS THE FOLLOWING:**

1. * Does the curriculum include a clinical or experiential component? ___ Yes ___ No
If yes, list and discuss the nature and appropriateness of available clinical sites. (300 word limit)

2. * Describe how the doctorate builds upon the reputation and resources of the existing master’s degree program in the field. (300 word limit)

- 3.* Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program. (300 word limit)

- 4.* Explain the impact of the proposed program on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed. (300 word limit)

- 5.* Provide evidence that funding for the program will not impair funding of any existing program at any other public university. (300 word limit)