

## **Authorization to Plan Guidelines for New Academic Programs**

### **Authorization to Plan 1 (ATP1) Guidelines (3 page limit excluding signature page)**

The ATP1 is a request to plan a new BOR-approved academic program before resources are committed to program planning. The ATP1 is submitted by the Campus Chancellor to the System Vice President for Academic Planning and Policy for review by the UH Officers. The Vice President for Academic Planning and Policy will notify the campus of the results of the review. If positive, the campus can proceed with the ATP2.

Prior to initiation of the ATP1, consultation with the Campus Vice Chancellor for Academic Affairs (VCAA) must be completed.

The following items are to be addressed in the ATP1:

1. Campus, school/college and department/division proposing the new program
2. Degree proposed and program objectives
3. **Alignment with the Campus and UH system mission, strategic plan and the Integrated Academic and Facilities Plan** ([https://www.hawaii.edu/offices/aa/IAFP\\_BOR\\_Approved\\_April17.pdf](https://www.hawaii.edu/offices/aa/IAFP_BOR_Approved_April17.pdf)). Provide evidence that demonstrates how the proposed program is consistent with the above and the potential for articulation across the UH campuses.
4. **Justification of need** that includes a clear rationale for the new program with as much direct evidence as possible. In the case of workforce demand, data and evidence of employment or industry need in the state or local/regional service area of the institution should be provided (e.g., occupation projections, current jobs available, critical shortage areas). If justification is not tied to employment or industry need, the rationale should include evidence that the proposed program is linked with high priority initiatives of the campus or system.
5. **Demand for the program** provides data/evidence that there is sufficient unmet demand in one or more of the following areas: student demand, demand for services or intellectual property of the program and/or employer demand.
  - a. Provide evidence demonstrating student demand for the program and the extent that the demand is not being adequately met by existing programs.
  - b. Demand for services (e.g., contracts, consulting or community service) or the intellectual property (e.g., inventions and creative works) that would be produced by students and faculty of the program and the degree to which this demand is not being adequately met by existing programs.
  - c. Evidence of employer demand may include documentation from employers of need of graduates with specific skills/abilities.
6. **Non-duplication of programs** is addressed by listing all programs with the same degree level offered at other UH institutions. Provide an analysis that includes: number of degrees conferred over the last three years; why existing programs are not sufficient to address demand in the institution's region or sector; and if similar programs exist,

describe what the proposing institution has done to explore partnerships/collaborations with other UH institutions and why an additional program necessary.

- 7. **List potential risks** (e.g., insurance, vendor contracts, off-site management) associated with the new program. These potential risks will be fully assessed in the new program proposal.
- 8. **New Resources.** If new resources will be necessary, please identify from where those resources will come.

Signature Page:

*Signature indicates that the person has reviewed the ATP1 and supports the proposed program. Signature page is to be completed upon submission to the VPAPP.*

*Dean/Department/Division Chair:*

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Signature	Print Name	Date
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*Campus Chief Academic Officer:*

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Signature	Print Name	Date
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*Chancellor:*

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Signature	Print Name	Date
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**ATP2 (2 page limit)**

Upon a positive review of the ATP1 by the ATP1 committee, the campus will complete the ATP2. The following items are to be addressed in the ATP2:

- A. If a similar program exists, consult with other campus(es)
  - a. The VCAA of the other UH campus(es) with relevant program(s) by the VCAA of the campus proposing the degree/certificate
  - b. Colleagues in related disciplines from other campuses
  - c. Identify who (campus, name and title) has been consulted and the date(s) of consultation
- B. Impact on accreditation (program and regional)
- C. Timeline for submission of new program proposal to:
  - a. Council of Chief Academic Officers (CCAO)
  - b. BOR Committee on Academic and Student Affairs
  - c. Board of Regents

After completion of the campus curricular review process, the ATP1 and ATP2 will be submitted to CCAO by the Campus VCAA.

Once the ATP1 and ATP2 are endorsed by CCAO, the campus may proceed with the development of a new program proposal. New program proposals are to be submitted to CCAO within two years of endorsement of ATP1/2 by CCAO.

Process Reviewed by CCAO: 10/27/16

Process Reviewed by UH Officers: 2/8/17

Revised 10/19/17