**Texas State University**

**Format for Planning Authority**

Notification of planning is required by the Texas Higher Education Coordinating Board (THECB) for the following types of degree programs:

* Doctoral programs in any discipline
* Engineering programs at any level (including multidisciplinary and interdisciplinary engineering programs)
* Programs with new costs likely to exceed $2 million during the first five years

Planning notification should generally address how the potential program would contribute to the state's higher education efficiency and effectiveness, while avoiding costly duplication in program offerings, faculties, and physical plants. Planning a new degree program includes any action that leads to the preparation of a proposal for a new program and generally involves hiring personnel and/or consultants, leasing and/or purchasing real estate, building facilities, and/or developing curriculum.

Planning notification must be submitted to THECB at least one year prior to submission of a proposal to offer the degree program. Additional time is needed for internal and Regent reviews.

**Administrative Information**

1. **Program Name: Show how the program would appear on the Coordinating Board’s program inventory (*e.g.*, Doctor of Philosophy degree with a major in Physics).**
2. **Proposed CIP Code:**
3. **Provide information on how the program will be delivered: (*e.g.*, on-campus face-to-face, off-campus face-to-face, electronically to individuals, electronically to groups, etc.)**
4. **Location(s): Provide information on where the program will be delivered (*e.g.*, on the main campus, Round Rock Center, online, etc.).**
5. **Contact Person: Provide contact information for the person who can answer specific questions about the program.**

**Name**:

**Title**:

**E-mail:**

**Phone**:

7. **Expected date to submit full proposal to THECB:**

**Program Information**

1. Program Description: Briefly describe the proposed degree program that your department/school is planning to develop.
2. Need: Document evidence of the unmet need for individuals trained at the degree level in the proposed field of study. (*Instructions: Provide short- and long-term evidence of the unmet need for individuals prepared at the degree appropriate level. In particular, provide evidence that the number of graduates from existing programs in the discipline across the state and country does not meet current workforce needs and/or will not meet projected workforce needs. Suggested sources of workforce need and workforce projections include the U.S. Bureau of Labor Statistics, the Texas Workforce Commission, and professional associations.)*
3. Texas Workforce Commission workforce projections:
4. U.S. Bureau of Labor Statistics workforce projections:
5. Other sources of workforce projections:
6. Graduates from existing programs in Texas:
7. Graduates from existing programs in the U.S.:

6. Persuasive statements about unmet need:

1. Faculty Quality and Productivity: Evidence that current faculty productivity and quality are commensurate with those found in peer and aspirant institutions. *(Instructions: Discuss how the stated specialties of the faculty align with the program’s goals. Provide information on recent grants and other professional recognition.)*
2. Established scholars in department:
3. Unique facilities and differentiating factors:
4. Faculty research alignment with program goals:

4. Complete the following chart:

| **Name of Core Faculty and Faculty Rank** | **Highest Degree and**  **Awarding Institution** | **Contributions to Program** |
| --- | --- | --- |
| e.g.:Robertson, David, Assoc. Professor | PhD. In Molecular Genetics  Univ. of Texas at Dallas | Teach courses in research methodology; grants to support assistantships; top scholar in molecular biology of cancer |
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1. Resources: Institutional resources to develop and sustain a high-quality program. *(Instructions: Describe the resources currently available for the proposed program and the plan to amass additional resources needed in the areas of faculty, facilities, student financial support, and other areas critical to the success of a high-quality program. Provide a brief overview of the cost of new faculty and staff lines, graduate assistantships, equipment, and other resource needs.)*
2. Description of available resources to support program:

2. Complete the following chart (add and delete rows as needed):

|  |  |  |
| --- | --- | --- |
| **Resources Needed** | **Estimated Annual Cost** | **Justification** |
| Faculty |  |  |
| Staff |  |  |
| Graduate Assistantships |  |  |
| Equipment |  |  |
| Facilities/Labs |  |  |