|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course information | | | | | | | | | | |
| Certificate Program Title: | | |  | | | |  | |  | |
| Proposed Term / Date of Launch: | |  | | | | | | |  | |
| Do the proposed courses have previous approval as credit-bearing courses by faculty governance? (Yes/No) | | | | | | | |  |  | |
| Will some courses need to go through faculty governance approval? In other words, are these courses new or renumbered courses? (Yes/No) | | | | | | | |  |  | |
| Are any of the proposed courses undergraduate courses? (Yes/No) | | | | | | | |  |  | |
| Planner Checklist for Proposal | | | | | | | | | | |
|  | Completed Course Proposal Form | | |  | | Staffing Proposal | | | | |
|  | Course Descriptions and Syllabi | | |  | | Budget Information | | | | |
|  | Target Audience Description | | |  | | Proposed Modes of Evaluation / Assessment | | | | |
|  | Proposed Mode of Instruction (e.g.: online, hybrid) | | |  | | Market Potential | | | | |
| Contact information | | | | | | | | | | |
| Initiator’s Name: | | | | | Department: | | | | |
| Office Address: | | | | | Office Phone: | | | | |
| Other Phone: | | | | | E-Mail: | | | | |
| SCheduling Information | | | | | | | | | | |
| Please list the required course titles and approximate course numbers below: | | | | | | | | | | |
|  | | | | | | | | | | |
| Please list any elective or optional course titles and approximate course numbers below: | | | | | | | | | | |
|  | | | | | | | | | | |
| Please briefly describe the sequencing of these courses. Will all certificate courses be available simultaneously to meet demand? If not, what course rotation do you anticipate for the program? | | | | | | | | | | |
|  | | | | | | | | | | |
| Computer Usage | | | | | | | | | | |
| Will computer labs or other special classrooms be needed to run the courses in this program? | | | | | | | | | | |
| Is any special software needed for this program? | | | | | | | | | | |
| Is any special hardware needed for this program? | | | | | | | | | | |
| proposing faculty/staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVING DEAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  RECEIVED BY INSTITUTE INTAKE COMMITTEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  APPROVED BY INSTITUTE DIRECTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |

**SUPPORTING INFORMATION**

The following items must be included in your application in order for it to be considered. Please submit these items on additional pieces of paper.

**Program Description.** Include a few short paragraphs for use in promotional materials and the Truman Institute catalog. If this program is built existing Truman courses, the description should correspond to the approved course descriptions in the University catalog. If the courses or workshops are new offerings, provide an appropriate new description. Individual course descriptions and syllabi (including existing courses), should be included with the submission. In describing the certificate program, include its intended audience, topics to be covered, and a suggestion of the needs that the program appeals to. Keep the non-degree-seeking student audience in mind and strive to offer a description that is interesting and will look good in a program catalog. Remember that students interested in certificate programs are stopping short of a full degree and are generally looking for coursework that will help them in their current jobs, or better position them for advancement.

**Target Audience Description.** Who should be interested in this certificate and what would motivate them to take it? Here it is appropriate to talk about the applicability of the certificate to a person’s career, personal interest, or community benefit.

**Proposed Mode of Instruction.** Please describe both the medium of course delivery (traditional classroom, online, hybrid traditional and online, teleconference, etc.) as well as the kinds of engagement that will occur in this setting (small group interaction, discussion boards, interactive exercises, etc.). If more than one setting is used, break-down the settings by course. Keep in mind that most audiences for certificates are working adults who are limited by their ability to attend the traditional daytime class.

**Staffing Proposal.** How will this program be staffed? Is there an existing capacity within the faculty’s traditional load to offer this certificate? If not, are sufficient faculty interested in taking overload assignments or summer assignments to teach the required courses? Are qualified adjunct faculty available to teach the courses if they are not taught by existing Truman faculty?

**Budget Information**. Please provide a list of any special materials that will be required for these courses that would either require purchases by the University or significantly alter the cost of taking the course for the student (such as course fees, high textbook prices, required online subscriptions, etc.).

**Proposed Modes of Evaluation and Assessment of Objectives.** Please indicate your proposed method of evaluating whether the learning objectives of the certificate have been met. If this certificate is built on traditional for-credit courses, your students will be asked to complete standard faculty evaluations. If the courses are taught online, supplemental questions will be added for the online component.

**Market Potential.** Does the proposed certificate compete with similar certificate programs offered in Missouri or in neighboring states? Is the proposed certificate available from major online for-profit institutions, such as the University of Phoenix? What makes the proposed certificate competitive?

**INSTRUCTIONS**

**Purpose:** The primary purpose of this document is to propose new certificate programs for the Truman Institute. Individuals wishing to propose new certificates to be offered by their own academic units, during the regular semester schedule, as part of their normal faculty load, should not use this form. Individuals wishing to propose an offering using this form will most likely be interested in: (1) repackaging existing courses for a non-degree-seeking audience, (2) developing a post-baccalaureate program for a credit-seeking professional audience, (3) filling a unique training need as a service to graduates, (4) offering continuing education opportunities to professionals in their field of expertise. Generally speaking, courses that are currently part of a department’s offerings, and are currently listed in the Truman catalog, would be offered through your normal academic unit, unless they are repackaged as part of a certificate aimed at a non-traditional, non-degree-seeking audience. **Truman Institute programming should not supplant existing university offerings or existing faculty load.**

Instructors wishing to offer a new course (or courses) that could also count toward a degree-seeking student’s degree (BA or MA), will need to use this form AND work with the Truman Institute to complete the necessary paperwork for the approval of a new course via normal approval channels. At present, all numbered courses, even those offered by the Truman Institute require faculty governance approval. Similarly, all certificate programs require approval by the Coordinating Board for Higher Education.

**Course Information:** Please help the review committee understand the extent to which new approvals for courses will need to be obtained. Here we are attempting to ascertain whether the certificate will be composed of wholly new courses, renumbered and repackaged undergraduate courses, existing graduate courses, etc.

**Planner Checklist:** Please use the planner checklist to make sure you have completed all of the information asked for on this form, including attachments.

**Contact Information:** Please provide full personal data and contact information so the review committee may conduct subsequent follow-up.

**Scheduling Information:** Please list all courses that will be required for this program, as well as courses that will serve as electives. We are particularly interested in any constraints on sequencing, such as whether all courses in the certificate will be offered simultaneously, or whether offerings will be made available on demand.

**Computer Usage:** Most certificate programs will likely be conducted in an online or hybrid environment. However, if your proposed certificate will be offered in on-campus labs, or if any aspect of the program will require the acquisition of new hardware or software, please indicate that here.

**Budget Information:** In marketing the certificate it is helpful to know what added costs the student might incur. We also need an idea of what overhead will be. Please indicate any special expenses the program might incur, such as regular guest speakers, field trips, etc. If course fees will be needed, please indicate these as well. Keep in mind that fees can be attached to some courses, with approval. However, simplicity in tuition and fees helps to keep courses competitive. If you anticipate a need for specialized marketing or extra publicity and duplication costs for the certificate, please indicate those expenses in your budget information as well.

If you have any questions about the completion of this form, contact the Truman Institute at 785-5384.

**Signatures:** In order to be considered for approval, this document must include the signature of the proposing faculty member, as well as their academic dean.