

NOTICE OF PUBLIC MEETING

The Academic and Student Affairs Committee of the Board of Trustees of the University of Oregon will hold the following public meeting remotely with a video livestream available for members of the media and the public. Subjects of the meeting will include remarks from the Committee Chair and University Provost, as well as a review of the academic program request template.

Video livestream information is available at: <https://trustees.uoregon.edu/meetings>. Meeting materials are available at: <https://trustees.uoregon.edu/upcoming-meetings>.

The meeting will occur as follows:

Wednesday, May 21st at 11:30 a.m. Pacific Time
Remotely via Zoom

BOARD OF TRUSTEES

6227 University of Oregon, Eugene OR 97403-1266 T (541) 346-3166 trustees.uoregon.edu

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**Board of Trustees of the University of Oregon
Academic and Student Affairs Committee | Public Meeting
11:30 a.m. | Wednesday, May 21, 2025
Virtual Meeting Via Zoom**

Convene

- Call to order & Roll Call

- 1. Chair's Report.** Elisa Hornecker, Academic & Student Affairs Committee Chair.
- 2. Provost's Report.** Chris Long, Senior Vice President and University Provost.
- 3. Review of Academic Program Request Template.** Ron Bramhall, Associate Vice Provost of Academic Affairs; Kody Kelleher, University Secretary and Advisor to the President.

Meeting Adjourns.

Agenda Item #1

Committee Chair's Report

THERE ARE NO MATERIALS FOR THIS AGENDA ITEM

Agenda Item #2

Provost's Report

THERE ARE NO MATERIALS FOR THIS AGENDA ITEM

Agenda Item #3

Review of Academic Program Request Template

Ron Bramhall, Associate Vice Provost of Academic Affairs
Kody Kelleher, University Secretary and Advisor to the President

Summary of Academic Program Request Process & Template

The Board of Trustees (Board) retains authority under Section 1.7.1 of the Board's Retention and Delegation of Authority Policy to approve to establish and substantially revise academic programs, locations, and units of operation. Any significant change in the University's academic programs as defined by the Higher Education Coordinating Commission (HECC) must be approved by the Board prior to submission to the HECC.

Academic program requests follow an established process at the University of Oregon (UO) where programs are reviewed by various internal stakeholders, including faculty, Deans, the University Provost and the University Senate (see Exhibit A for a full flow chart of the process). Once a program has advanced through internal processes, the Board's Academic and Student Affairs Committee (ASAC) reviews proposals based on the value to the UO and the state, enrollment demand, career opportunities, and financial viability. Proposals supported by the ASAC are forwarded to the full Board for final university approval.

A template and base budget spreadsheet for program requests, including requests for new academic programs, substantially revised academic programs, and program location changes, has been developed by the Board Office and Provost's Office to standardize and set expectations for incoming program requests.

The ASAC will review and discuss these documents to ensure they capture all components necessary for oversight and accountability of new academic program requests moving forward.



The Board of Trustees maintains approval authority to establish and substantially revise academic programs, locations, and units of operation. Any significant change in the University of Oregon's (UO) academic programs as defined by the Higher Education Coordinating Commission (HECC) must be approved by the Board prior to submission to the HECC. The Board assesses academic program requests based on the proposal's value to the UO and the state, enrollment demand, career opportunities, and financial viability.

Requested Action:

The UO seeks approval from the Board of Trustees for a **[Degree and Major OR new location]**, offered through the **[Department or Program]** in the **[School, College or other Unit]**. The **[new program OR location change]** would take effect **[Effective Term]**.

All appropriate University committees, the University Senate, the **[Dean or Director]**, and the Provost have approved the proposal.

Proposal Type: ☐ **New Degree** ☐ **New Location** ☐ **Program Revision**

Academic Program Proposal Summary:

(Briefly describe the program/location change and the rationale for advancing the program.)

Academic Program Approval

Name of Proposed Academic Program:														
Academic Department:														
Geographic Site:														
Instructional Modality: <i>(In person, Online, Combination)</i>														
Proposed Effective Term:														
Rationale: <i>(Describe the purpose and relationship of the proposed program to the institution’s mission and strategic plan. Include explanation as to whether the new degree and/or location change is based on an existing program (degree, minor, certificate, specialization, etc.), or is a new direction in response to a market opportunity and/or a particular strength of the institution.)</i>														
Evidence of Need/Benefit: <i>(Describe the evidence justifying why the UO should have this program, including key data points supporting the program)</i>														
Projected Enrollment: <table border="1" style="width: 100%; text-align: center;"> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Year 1	Year 2	Year 3	Year 4	Year 5					
Year 1	Year 2	Year 3	Year 4	Year 5										
Anticipated Degree Production: <i>(include by location if applicable)</i> <table border="1" style="width: 100%; text-align: center;"> <tr> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					Year 1	Year 2	Year 3	Year 4	Year 5					
Year 1	Year 2	Year 3	Year 4	Year 5										
Evidence of Market Demand:														
Similar Programs in Oregon: <i>(Are there similar programs in the state? If so, how does the proposed program supplement, complement, or collaborate with those programs?)</i>														

Program Fee/Differentiated Tuition:

(Yes/No – If yes, what is proposed?)

Budget Summary:

What new resources will be needed initially and on a recurring basis to implement the program? How will the institution provide these resources? What efficiencies or revenue enhancements are achieved with this program, including consolidation or elimination of programs over time, if any? Attach budget spreadsheet.

EXAMPLE

Estimated Costs and Resources for Proposed Program

PROGRAM TITLE:

New Undergrad Program - Example

BUDGET PERIOD:

From FY

2023

to FY

2027

Name and Title of Reviewer

Date

	Start Up	2024	2025	2026	2027
	One-Time Costs	Recurring Costs			
Enrollment and Operations					
Total UG Majors	-	80	160	320	320
New UG Students Majors	0	50	100	200	200
UG Students in Existing Programs*	0	30	60	120	120
Total Graduate Students	-	-	-	-	-
New Graduate Students		0	0	0	0
Graduate Student in Existing Programs*		0	0	0	0
New Courses (count)	-	20	50	80	80
100		10	15	20	20
200		10	15	20	20
300		0	10	20	20
400		0	10	20	20
500/600		0	0	0	0
Expected SCH (Total)	-	2,050	4,500	9,000	9,000
100		1025	1500	3000	3000
200		1025	1500	3000	3000
300			750	1500	1500
400			750	1500	1500
500/600					
Course Releases	10	2	2	2	2
Personnel					
TTF Faculty (\$)	\$ 98,500	\$ 200,000	\$ 205,000	\$ 210,125	\$ 215,378
Replacement Faculty FTE (#)	1	-	-	-	-
New FTE (#)	0	2	2	2	2
Career Faculty (\$)	\$ 98,500	\$ 100,000	\$ 102,500	\$ 105,063	\$ 107,689
Replacement Faculty FTE (#)	0	0	0	0	0
New FTE (#)	1	1	1	1	1
Pro-Tem Faculty (\$)	\$ -	\$ -	\$ 307,500	\$ 630,375	\$ 646,134
Replacement Faculty FTE (#)	0	0	0	0	0
New FTE (#)	0	0	4	8	8
Sub-total, Faculty (\$)	\$ 197,000	\$ 300,000	\$ 615,000	\$ 945,563	\$ 969,202
Graduate Employee Salary (GE) (\$)	\$ 111,906	\$ -	\$ -	\$ -	\$ -
Replacement GE FTE (#)	2	-	-	-	-
New GE FTE (#)	0	-	-	-	-
GE Health Insurance	12,906	-	-	-	-
GE Tuition & Fees	35,000	-	-	-	-
Classified Staff (\$)	\$ -	\$ -	\$ 52,000	\$ 54,080	\$ 56,243
Replacement Classified FTE (#)	0	-	-	-	-
New Classified FTE (#)	0	-	1	1	1
OA (\$)	\$ 17,000	\$ -	\$ 72,100	\$ 74,263	\$ 76,491
Replacement OA FTE (#)	0.25	-	-	-	-
New OA FTE (#)	0	-	1	1	1
Blended OPE	\$ 108,017.80	\$ 158,700.00	\$ 380,860.00	\$ 562,089.59	\$ 583,614.40
Personnel Subtotal	\$ 433,924	\$ 458,700	\$ 1,119,960	\$ 1,635,995	\$ 1,685,550
Other Expenses					
Library, Printed	0	2,000	4,000	8,000	8,500
Library, Electronic	0	-	-	-	-
Services & Supplies	50000	20,000	25,000	30,000	30,000
Marketing & Recruiting (Grad programs only)					
Capital Equipment	10000	-	-	10,000	-
Other Resources Subtotal	60,000	22,000	29,000	48,000	38,500
Physical Facilities					
Construction	0	0	0	0	0
Major Renovation	0	0	0	0	0
Other Expenses	0	0	0	0	0
Physical Facilities Subtotal	-	-	-	-	-
Total Cost of Program	\$ 493,924	\$ 480,700	\$ 1,148,960	\$ 1,683,995	\$ 1,724,050

	One Time Resources		Recurring Resources			
Budget and Resources						
Current Budget (College/Department)	500000		750,000	750,000	750,000	750,000
Funded GE Terms (new)	0		-	-	-	-
Funded GE Terms (existing)	0		-	-	-	-
Funded GE Resources		-	-	-	-	-
Institutional Reallocation from other budgetary		-	-	-	-	-
Graduate Tuition		-	-	-	-	-
UG Summer Tuition		-	-	-	-	-
Special State Appropriation		-	-	-	-	-
Federal Funds and other Grants		-	-	-	-	-
Fees/Sales		-	-	-	-	-
Foundation Endowment	250,000	500,000	1,000,000	1,000,000	1,000,000	1,000,000
Other, describe:		-	-	-	-	-
Total Resources	750,000	1,250,000	1,750,000	1,750,000	1,750,000	1,750,000

Note: Please include budget narrative describing items listed above.

University of Oregon - New Program Approval Process 2025

Exhibit A

