UNIVERSITY OF WASHINTON, TACOMA
NEW UNDERGRADUATE PROGRAM REVIEW PROCESS

PLANNING NOTICE OF INTENT (PNOI) INSTRUCTIONS
Approved by APCC 6.6.17. Approved by EC 10.13.17.

Purpose: The Planning Notice of Intent (PNOI) is a preliminary step in the proposal of a new undergraduate degree program. It precedes the formal proposal (1503) and serves to fulfill several objectives including the following:

- Provide an efficient mechanism to communicate to the stakeholders within the UWT community of the *intention to propose* a new undergraduate degree program

- Assist faculty in assessing the feasibility of a possible program prior to a significant investment of time in proposal development

- Create a forum for feedback and collaboration within the larger UWT community which will help to align the future proposal with on-going initiatives and programs already developed or in development

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CONTENT OF THE PNOI
STEP 2 in the Process Steps

Fill Out Coversheet (found here): This form provides an overview of the program that will be proposed.

Compose a narrative addressing the following categories:

Internal Alignment: This section describes how the program fits into the portfolio of undergraduate offerings at UWT. New undergraduate programs should be aligned with the mission, values and goals of the campus. Additionally, new programs should ideally align with existing programs in ways that facilitate sharing of limited and vital resources of space and talent. To that end, the internal alignment section of the PNOI should include a brief overview of the following discussion points:

- How the program supports the unique role, mission and Strategic Plan of the institution
- How the program compliments existing programs; Identify any areas of potential synergy in terms of student pathways, dual majors, shared faculty expertise and interests
- How the program competes with other programs in terms of overlap or duplication of course offerings
- How the program is unique and ways in which the program seeks to differentiate itself from others within the institution

The following resources are available to assist in assessing the above:

- UW Curriculum Management/Kuali Website to search for curricular overlap
- UW Tacoma General Catalog for overview of undergraduate programs offered
- Find Program Tool in MyPlan
- Maps of UW Tacoma undergraduate programs offered, including enrollments
- UW Tacoma Undergraduate Majors list with Major codes

External Supply and Demand for the Program: This section describes the recent statewide number of graduates in the field of study and prospective student interest in it. Such an analysis helps assess the sustainability of the proposed program and which undergraduate degree programs are most important to the on-going development and social welfare of the South Puget Sound region and beyond. Supply and demand information is needed on existing degree production as well as the documented intentions of students to seek specific degrees and major fields of study. To that end, the external market section of the PNOI must include a brief summary of information from the following external data sources:

- The current degree production in the past 5 years in Washington State (National Center for Education Statistics with IPEDS DATA)

- The current degree production by Institution within Washington State (National Center for Education Statistics with IPEDS DATA)

- The current degree production specific to Community and Technical Colleges that might compete, augment or supply matriculating students (State Board of Community and Technical Colleges)

- The intended college major data as detailed in data collected by the College Board Search Services

  Summary Narrative: Once data is compiled, include a brief narrative that characterizes the external supply of and demand for competing degrees in the relevant market, as well as how the proposed degree program will differentiate itself as unique from others in the region and nationally.
  (See Sample provided on APCC website)

Potential Value to the Greater Community: This section describes how the program might impact the community. Considerations of community value includes both instrumental improvements such as employment as well as individual and societal enrichment based upon intrinsic and aesthetic values.

  Instrumental Value: Consider employment projections for graduates. Evidence can be gathered utilizing public data sets as well as preliminary interviews and partnership options gathered through personal networks (Washington State Employment Security Department Salary Data ; Occupational Outlook Handbook)

  Community and Personal Enrichment: Consider the role of the degree program in providing a catalyst for a richer cultural experience in the South Sound Community as well as an appreciation for the area of study.

Anticipated Resource Needs: This list is an *initial* step that is not meant to provide exact financial values. Budgeting and financial forecasting is not a "bid" or request for funds. The Anticipated Resource Needs list identifies the *kinds of resources* that the program will likely need in order to successfully meet its objectives. It should not be developed with a "low cost" mindset but with an "appropriate resources" mindset. Program budgets will be evaluated relative to the campus portfolio of academic programs, and not every program must quickly become self-supporting. A comprehensive presentation of the budget will be required only in the full proposal.

Indicate in the following categories both any *new* resources that will be necessary, as well as how any *existing* resources will be utilized to meet the program's goals. You do not need to assign dollar values to the resource needs identified in the PNOI. Dollar values will be provided by Finance and Administration in STEP 4 (which is to meet with Finance and work on the preliminary budget together).

- Faculty and type of position(s) (tenure-track, lecturer)
- Academic Staff - include program staff as well as campus-wide staff (Academic Technology, Library, Teaching and Learning Center)
- Library Resources and Collections
- Equipment and Software
- Facilities/space needs: labs, classrooms, student study/work space, offices, studios, computer classrooms

Funding Sources: The PNOI should reflect the source of intended funding for the degree program.

- For state funded programs, indicate the tuition tier in the narrative.
  See the [Office of Planning and Budgeting website](#) for information on tuition schedules:

- For fee-based programs, include anticipated fee schedule for the program, as well as any possible or committed outside sources of funding

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Once the coversheet and content of the PNOI has been written (STEP 2) continue by soliciting stakeholder feedback (STEP 3).

For your reference, use the [UW Tacoma New Undergraduate Program Review Process Steps & Flowchart.](#)