# Appendix G: Abbreviated Template

**Instructions:**

* The Abbreviated Template should be used for those items identified as needing the Abbreviated Template in R401-4 and R401-5 and listed as possible items to check on the Cover/Signature Page below.
* **An Abbreviated Template consists of a Cover/Signature Page – Abbreviated Template and Program Request – Abbreviated Template.**
  + **Cover/Signature Page – Abbreviated Template:** Complete the items requested at the top of the page, INCLUDING SELECTING A CIP CODE. Check which type(s) of item(s) apply.
  + **Program Request – Abbreviated Template:** Complete the sections requested, removing the descriptive italics and replacing them with the content of the proposal.
* Prepare the Abbreviated Template per R401-6 instructions **as a Word document** (no PDF formats). Begin each of the two sections (Cover/Signature Page and Program Request) at the top of a new page. When *descriptions of the content required for each section appear in this font color,* **the descriptive italics are to be removed and replaced with the institutional content before the institution submits the proposal to the OCHE.**
* The CAO or his/her designated representatives should e-mail the completed Abbreviated Template (including electronic signature) to [academicaffairs@utahsbr.edu](mailto:academicaffairs@utahsbr.edu).
* The institution is responsible for maintaining a record of the submission as the OCHE Academic Affairs office is not responsible for storing electronic copies of submitted proposals.

**Cover/Signature Page - Abbreviated Template/Abbreviated Template with Curriculum**

**Institution Submitting Request:** Dixie State University

**Proposed Title:** Integrated Studies w/ Web Design & Development Emphasis

**Currently Approved Title:** NA

**School or Division or Location:** School of Education

**Department(s) or Area(s) Location:** Interdisciplinary Arts & Sciences

**Recommended Classification of Instructional Programs (CIP) Code[[1]](#footnote-1) (for new programs):** *11.0801*

**Current Classification of Instructional Programs (CIP) Code (for existing programs):** *NA*

**Proposed Beginning Date (for new programs):** 07/01/2014

**Institutional Board of Trustees’ Approval Date:** *MM/DD/YEAR*

**Proposal Type (check all that apply):**

|  |  |  |
| --- | --- | --- |
| **Regents’ General Consent Calendar Items** | | |
| *R401-5 OCHE Review and Recommendation; Approval on General Consent Calendar* | | |
| **SECTION NO.** | | **ITEM** |
| **5.1.1** |  | Minor\* |
| **5.1.2** |  | Emphasis\* |
| **5.2.1** |  | Certificate of Proficiency\* |
| **5.2.3** |  | Graduate Certificate\* |
| **5.4.1** |  | New Administrative Unit |
|  | Administrative Unit Transfer |
|  | Administrative Unit Restructure |
|  | Administrative Unit Consolidation |
| **5.4.2** |  | New Center |
|  | New Institute |
|  | New Bureau |
| **5.5.1** |  | Out-of-Service Area Delivery of Programs |
| **5.5.2** |  | Program Transfer |
|  | Program Restructure |
|  | Program Consolidation |
| **5.5.3** |  | Name Change of Existing Programs |
| **5.5.4** |  | Program Discontinuation |
|  | Program Suspension |
| **5.5.5** |  | Reinstatement of Previously Suspended Program |
|  | Reinstatement of Previously Suspended Administrative Unit |

\*Requires “Section V: Program Curriculum” of Abbreviated Template

**Chief Academic Officer (or Designee) Signature**:

I certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**  **Date:** *MM/DD/YEAR*

**Printed Name:** *Name of CAO or Designee*

**Program Request - Abbreviated Template**

Dixie State University

Emphasis - Integrated Studies w/ Web Design & Development Emphasis

01/24/2014

**Section I: Request**

We request a new emphasis for the Integrated Studies degree called Web Design & Development.

**Section II: Need**

Web Design & Development is in demand in the workplace. The utahfutures website gives the Employment and Outlook as high. The courses are already in place to provide this emphasis. Adding this degree emphasis will not impact faculty currently teaching these courses.

**Section III: Institutional Impact**

We currently offer the courses in the emphasis but they are not currently packaged as Web Design & Development. We feel that this packaging will provide a course of study for students who wish to pursue a career in Web Design & Development.

**Section IV: Finances**

There will not be a financial impact due to this change.

**Section V: Program Curriculum**

**\*\*\*THIS SECTION OF THE TEMPLATE REQUIRED FOR EMPHASES, MINORS, AND CERTIFICATES ONLY\*\*\***

**All Program Courses (with New Courses in Bold)**

| **Course Prefix and Number** | **Title** | **Credit Hours** |
| --- | --- | --- |
| Web Design & Development Emphasis Requirements |  |  |
| CS 1400 | Fundamentals of Programming | 3 |
| DES1300 | Communication Design | 3 |
| DES2500 | Computer Illustration | 3 |
| DES 2600 | Creative Imaging | 3 |
| WEB 1400 | Intro to Internet Development | 3 |
| WEB 3000 | Internet Publishing and Design | 3 |
| Complete 12 credits from the following: |  |  |
| DES 3300 | Intro to Digital Video Editing | 3 |
| DES 3620 | Typography | 3 |
| DES 3800 | Corporate Identity | 3 |
| MKTG 3010 | Marketing Principles | 3 |
| WEB 3500 | Electronic Commerce | 3 |
| WEB 3550 | Internet and ECommerce Marketing | 3 |
| **Sub-Total** | | **30** |

**Program Schedule**

|  |  |  |
| --- | --- | --- |
| **Suggested Program Schedule** | | |
| **Year 1: Fall Semester** | | |
| DES1300 | Communication Design | 3 |
| WEB 1400 | Intro to Internet Development | 3 |
| CS 1400 | Fundamentals of Programming | 3 |
| **Year 1: Spring Semester** | | |
| DES2500 | Computer Illustration | 3 |
| DES 2600 | Creative Imaging | 3 |
| **Year 2: Fall Semester** | | |
| WEB 3000 | Internet Publishing and Design | 3 |
| WEB Emphasis Elective |  | 3 |
| **Year 2: Spring Semester** | | |
| WEB Emphasis Elective |  | 3 |
| WEB Emphasis Elective |  | 3 |
| WEB Emphasis Elective |  | 3 |
| **Year 3: Fall Semester** | | |

1. CIP codes must be recommended by the submitting institution. For CIP code classifications, please see <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>. [↑](#footnote-ref-1)