

New Program Planning

Phase 0

Date Completed

1. _____ Department engages with their Dean about the wisdom and feasibility of submitting a Phase 0 proposal.
2. _____ Dean reviews Phase 0 proposal and forwards to the Provost for presentation at Council of Deans.
3. _____ Council of Deans reviews Phase 0 proposal and makes their recommendation to the Provost.
4. _____ Provost, Vice Provost for Undergraduate Affairs, and Dean of the Graduate School meet to discuss Phase 0 proposal. Provost invites Phase 1 proposal if there is support.

Phase 1

5. _____ Department/College prepares Phase 1 proposal for *new degrees and new majors and disciplinary or interdisciplinary minors with resource requests*. Proposal must include program of study, number and description of new and existing courses, relationship to existing programs of study, and draft budget. Department/College submits Phase 1 proposal to the College Curriculum Committee.
6. _____ College Curriculum Committee conducts a conceptual review of the proposal. Following their review, the College Curriculum Committee submits the proposal to the Dean. The departmental representative reports results of this review back to the department.
7. _____ Dean reviews and submits proposal to the Vice Provost for Undergraduate Affairs (VPUA) for undergraduate programs or Dean of the Graduate School (DGS) for graduate programs.
8. _____ VPUA/DGS reviews proposal for state requirements with input from the Registrar's Office and the Office of Curriculum and Catalog. VPUA/DGS informs the Dean of the review results and informs the Provost's Executive Assistant to begin the tracking process. Dean submits Phase 1 proposal to the Committee on Strategic and Financial Planning (COSFP) Chair for committee review.
9. _____ Following COSFP review, COSFP Chair provides a written memo or email to the VPUA/DGS, Provost, and Dean with the outcome of this review.
10. _____ Provost, VPUA, and DGS meet to review proposal. Provost schedules Phase 1 review with the Council of Deans.
11. _____ Council of Deans with University Curriculum Committee (UCC) Chair in attendance reviews the proposal and provides feedback and recommendation to the Provost. The Council votes regarding proceeding with a Phase 2 proposal.
12. _____ Provost invites Phase 2 proposal.

Phase 2

13. _____ Department consults with Dean about fiscal and programmatic concerns, and willingness to support the proposal. Department completely fleshes out budget and curriculum, including UCC courses and program proposal, and eight semester plan for undergraduate degree completion. Department submits complete proposal (Phase 1, Phase 2, curriculum documents, and budget) to the College Curriculum Committee.
14. _____ College Curriculum Committee reviews and submits the approved proposal to the Dean.
15. _____ Dean reviews the complete proposal including a comparison of Phase 1 and Phase 2 budget documents and submits approved proposal to the VPUA/DGS.
16. _____ VPUA/DGS reviews complete proposal including a detailed budget review and submits to the UCC.
17. _____ UCC considers the course proposals (if not done prior to this time) and conducts a preliminary review to assure that the courses needed have been created in appropriate formats, that the program of study has been fleshed out with appropriate learning objectives, and that the program of study is complementary to existing programs of study. The Office of Curriculum and Catalog forwards the complete proposal to COSFP and the Committee on Scholarship, Research, and Graduate Education (COSRGE) (if a graduate program).
18. _____ CoSFP conducts a budgetary review. The outcome of this review should be sent as a memorandum or email addressed to the Provost, the VPUA/DGS, and the UCC Chair.
19. _____ CoSRGE reviews the proposal to provide assurance that the program of study is reasonable, useful to students and the workforce, and complementary to existing programs of study. The outcome of this review should be sent as a memorandum or email addressed to the Provost, DGS, and the UCC Chair.
20. _____ Office of Curriculum and Catalog returns proposal to UCC for action on the program.
21. _____ Office of Curriculum and Catalog returns proposal to VPUA/DGS for final review. VPUA/DGS discuss proposal with the Provost.
22. _____ Provost schedules review at a Council of Deans meeting.
23. _____ Council of Deans reviews the proposal and votes regarding their recommendation to the Provost. Provost notifies the Office of Curriculum and Catalog that the proposal has been approved by the Council of Deans.
24. _____ Office of Curriculum and Catalog assigns CIP Code and prepares special action document for Faculty Council action.

25. _____ Faculty Council reviews proposal. Faculty Council Executive Assistant notifies the Provost of action by the Faculty Council.
26. _____ Provost submits proposal to the Board of Governors.
27. _____ Board of Governors reviews the proposal and acts on the recommendation. If approved, CSU System Chief Academic Officer submits the proposal to CCHE.
28. _____ CCHE reviews the proposal and notifies CSU System Chief Academic Officer of their action. CSU System Chief Academic Officer notifies the Office of Curriculum and Catalog of CCHE action.
29. _____ Office of Curriculum and Catalog notifies department of action, effective date, and authorization to advertise.