Program Development Process: New Academic Degree Program

Proposer submits a request for a new program via Program Analytics Request Form.
- Process focuses on: gathering admin information, screening for CIP codes, related industries, target occupations, and any other data unique to the proposed program.

Program Analytics team collects preliminary research/data to assess the general workforce demand and competitive landscape and prepares a Data Report for the new program.
Program Analytics team uses the administrative and screening information from the Program Analytics Request form to:
- Pre-populate the degree program proposal form and define necessary sections.
- Create a unique Program Analytics Report to support demand for the degree program.

PA team provides the Program Analytics Summary to Academic Planning and Program Development team.
APPD team hosts an Orientation to deliver the PA Data Report and pre-populated degree program proposal form to Proposer.
Program Development presents a personalized new program timeline and Power Point presentation to help guide the proposer through the new program development process.
During Orientation, Proposer and Stakeholders are added to the Blackboard: Program Development page.

Proposer completes the New Degree Program Request Form and Appendices and submits a Preliminary draft to the Program Development team via Blackboard: Program Development folder.
Program Development completes a preliminary review and provides feedback and edits, if necessary, to the Proposer.
Once the Proposer has completed all edits and received Proposer through College Curriculum Committee approvals, a Final proposal submission can be made to Blackboard: Program Development folder.
- The Proposer must contact the Financial Aid and Scholarships Office and SEI during drafting.

If the Final submission is complete, Program Development will instruct the Proposer to receive the Preliminary Academic Dean's approval. Once Program Development receives the proposal with the Preliminary Dean's signature, APPD will route the form to PA, APPD, and the Academic Dean for final approvals.

Proposal is uploaded to the Blackboard: Curriculum page by the college's UCC Associate/Assistant Dean Representative.
Once the proposal is submitted to the UCC, Program Development organizes a Preliminary Finance Meeting.
- *APPD completes the New Finance SCH/Enrollment spreadsheet ahead of the Preliminary Finance Meeting.*

During the Preliminary Finance Meeting, Finance can ask questions to the Proposer that might help clarify financial aspects of the proposal.
A Finance Delivery Meeting is held 4-6 weeks after the Preliminary Finance Meeting. During the Delivery Meeting, the Finance team presents their findings in a Five-Year Cost & Funding Report.
- At this time, the CFO will approve or ask further questions of the Proposer.

APPD facilitates the final approvals after CFO and UCC approval.
The AAC receives a notification (per term) for the proposal.
The Office of the Provost reviews and approves the proposal.
The TSUS/BOR reviews and approves the proposal.
The THECB reviews and approves the proposal following a 30-day commenting period.
SACSCOC reviews and approves the proposal, if applicable.
Proposal is added to the Catalog as of the next academic term following THECB approval.

The Program Analytics (PA) Data Report expires one year from delivery. If the proposal process takes longer than one year, then a new PA Data Summary must be created, and the form must be refreshed and resubmitted. Proposals are limited to two data refreshes.
TSUS reviews program proposal submissions with less than 50% new curriculum monthly. BOR reviews program proposal submissions with more than 50% new curriculum quarterly.