Program Development Process: New Academic Certificate 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 Summary for the new program.

Program Analytics team uses the administrative and screening information from the Program Analytics Request form to:

- Pre-populate the certificate proposal form and define necessary sections.
- Create a unique Program Analytics Summary to support demand for the certificate.

PA team provides the Program Analytics Summary to Academic Planning and Program Development team.

APPD team hosts an Orientation to deliver the PA Data Summary and pre-populated proposal form to Proposer and discuss the program development process.

During Orientation, Proposer and Stakeholders are added to the Blackboard: Program Development page.

Proposal is reviewed/approved by Department/College Curriculum Committees.

Proposer contacts the Financial Aid & Scholarships Office during drafting.

Proposal is uploaded to Program Development Blackboard for optional APPD review.

Proposal is uploaded to the Blackboard: Curriculum page by the college's UCC Associate/Assistant Dean Representative.

- If there is already a companion minor program to a proposed certificate, then the program is exempt from the University Curriculum Committee (UCC) review.

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 receives a notification for the proposal.

Proposal is added to the Catalog as of the next academic term following TSUS/BOR approval.

The Program Analytics (PA) Data Summary 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.

Proposers are responsible for sections I, II, and III as well as Department Chair, Department/College Curriculum Committee Chairs, and Academic Dean review/approval signatures in the curriculum proposal form. The PA team is responsible for the majority of the "Administrative Information" on the Certificate proposal, as well as any applicable directional comments.

TSUS reviews program proposal submissions with less than 50% new curriculum monthly. BOR reviews program proposal submissions with more than 50% new curriculum quarterly.