Program Development Process: New Academic Minor 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 minor proposal form and define necessary sections.
- Create a unique Program Analytics Summary to support demand for the minor.

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

APPD team delivers the PA Data Summary, pre-populated proposal form, and additional process documents to Proposer through email communications, as well as an offer for an optional Orientation for support.

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

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

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 certificate program to a proposed minor, 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 receives a notification for the proposal.

Proposal is added to the Catalog the month following UCC 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 Minor proposal, as well as any applicable directional comments.