

Program Development Process New Applied Associate's/Workforce Certificate

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Request

Currently, ORSP submits new program proposal requests directly to APPD; Program Analytics is not used.

3-4 Weeks

Orientation

Currently, ORSP compiles the data for new programs with assistance from PA and APPD¹ Team, if needed.

The APPD team, proposers, and SEI discuss the proposal form, process, and needs during a scheduled meeting.

Month 1-3

Proposal Form

Proposal stakeholders complete proposal form and required appendices.

PA and APPD Teams review through Blackboard and provide feedback.

Completed proposal receives final signatures.

Month 4-5

Financial Analysis

Proposal stakeholders meet with Financial Planning and Budget Team for a Preliminary Meeting.

Financial Analysis Report is created by the Financial Planning & Budget Team and presented during a Delivery Meeting.

**Notification sent to SEI and Financial Aid.*

UCC

Finalized proposal is submitted to the University Curriculum Committee via Blackboard: Curriculum by the proposing college's representative of the University Curriculum Committee. APPD will submit all WECM Course Addition forms to the Registrar's Office on behalf of ORSP.

Month 6-12

Final Approvals

Provost

AAC Notification¹

TSUS²
(BoR)

Texas Higher Education
Coordinating Board
(THECB)

SACSCOC³

Catalog

The **Academic Planning and Program Development (APPD)** team coordinates the new degree program proposal process and is the primary contact throughout each section.

¹AAC notification is submitted quarterly for curriculum review: August, December, March & June.

²APPD can submit to TSUS by the 20th of every month following AAC approvals.

³SACSCOC submissions occur twice a year: January and July.