

Program Development Process: New Academic Certificate or Minor

- Initiator 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 Report* for the new program.
- Program Analytics team uses the administrative and screening information from the Program Analytics Request form to:
 - Pre-populate the minor or certificate proposal form and define necessary sections.
 - Create a unique Program Analytics Summary to support demand of the certificate/minor.

- PA team provides the Program Analytics Summary to Proposer¹.
- **New minors:** APPD team delivers the pre-populated curriculum proposal form to Proposer who completes the form as indicated². APPD will offer an optional orientation for support.
- **New certificates:** APPD team hosts an Orientation to deliver the pre-populated curriculum proposal form to Proposer and discuss the program development process².

- If there is already a companion minor program to a proposed certificate, or vice versa, then the program is exempt from the University Curriculum Committee (UCC) review.
- **New minors**, regardless of UCC exemption, require Academic Affairs Counsel (AAC)/Provost notification and are added to the catalog the month following the curriculum entry point submission (Ex. Submitted September 1st = Catalog addition = October).
- **New certificates**, regardless of UCC exemption, require AAC/Provost and Board of Regents (BOR) approval and are added to the catalog as of the next academic term following the BOR meeting.

¹The data summary is delivered about 3-5 business days after the PA Request is submitted. Depending on the Program Analytics team workload, the deliverables could be finished as quickly as 3-5 business days.

²Faculty/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 "Administrative Information," excluding field #6 on the Certificate proposal, as well as any applicable directional comments.