

Program Development Process: New Academic Degree Program

- Initiator submits a request for a new degree 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.¹

- An orientation is held with the program proposer and the Program Development and Program Analytics teams where the PA Data Summary Report and pre-populated *New Bachelor/Master Program Request Form* are delivered.
- PA and APPD explain and answer questions about the Program Request form and process, to collect any additional context behind the proposed program, and to clarify any necessary information.
- Program Development presents a personalized new program timeline and Power Point presentation to help guide the proposer through the new program development process. *Program Development provides support and assistance to the Proposer throughout the new program development process.

- Proposer completes the *New Bachelor/Master 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 of the *New Bachelor/Master Program Request* form and *Appendices* and provides feedback and edits, if necessary, to the Proposer.
- Once the Proposer has completed the edits and received signatures from their respective Department Chair and Dean, a Final submission can be made to Blackboard: Program Development folder.

- Program Analytics and APPD conduct a Final review of the *New Bachelor/Master Program Request* form and *Appendices*. Once approved, Program Development will route to the Dean for Final approval/sign-off to advance to Finance. Upon approval and sign-off, the proposal is then ready for UCC submission. The University Curriculum Committee (UCC) Associate Dean per college may submit the final proposal to Blackboard: Curriculum folder to begin the Approvals process.
- Once the proposal is submitted to the UCC, Program Development organizes a Preliminary Finance Meeting (a predetermined meeting time held twice a month). *APPD completes the *New Finance SCH/Enrollment* spreadsheet ahead of the Preliminary Finance Meeting.
- During the Preliminary Finance Meeting, Finance has the opportunity to ask questions of the Proposer that might help clarify financial aspects of the proposal.

- A Delivery Finance Meeting is held 3-4 weeks after the Preliminary Meeting. During the Delivery Meeting, the Finance team presents their findings in a *Five-Year Cost & Summary Report*. *At this time, the CFO will approve or ask further questions of the Proposer.
- Program Development facilitates Provost final sign-off after CFO and UCC approval.
- With Provost signature, the final Approvals begin: notification to Academic Affairs Council (AAC), TSUS (BoR) submission, The Higher Education Coordinating Board (THECB) submission.

¹The PA Report data expires one year from delivery. Please, plan accordingly to ensure the proposal is completed in a timely manner. If the program development process takes longer than one year, a new PA Report must be completed, and the New Degree Program Request form refreshed and resubmitted, which can cause significant delays in the process.