

New Program Planning

Date Completed

1. _____ Department engages with their Dean about the wisdom and feasibility of submitting a new degree proposal and receives approval from the Dean to move forward with the concept of a new degree.
2. _____ Department engages the Vice Provost for Undergraduate Affairs (VPUA) for undergraduate programs or Dean of the Graduate School (DGS) for graduate programs to initiate the new program proposal. The VPUA/DGS will work closely with the department throughout the process.
3. _____ Department and Dean present the Preliminary Program Proposal (PPP) to the Council of Deans (CoD) with the University Curriculum Committee (UCC) chair in attendance. The CoD makes their recommendation to the Provost as to whether the department should develop a comprehensive proposal.
4. _____ Department/College prepares a Comprehensive Program Proposal (CPP) for *new degrees and new majors*. The CPP must include program of study, number and description of new and existing courses, relationship to existing programs of study, and draft budget. Department consults with Dean about fiscal and programmatic concerns, and willingness to support the proposal. Department completely fleshes out budget and curriculum, including a list of courses and the program (and the eight semester plan if an undergraduate program). Department/College submits the CPP to their College Curriculum Committee with CIM course proposals for each new course and any changes to existing courses that will be in the new program.
5. _____ College Curriculum Committee conducts a conceptual review of the proposal. Following their review, the College Curriculum Committee submits the CPP to the Dean with a statement of their review/questions. The departmental representative reports this review back to the department. The College Curriculum Committee considers and acts on each of the CIM course proposals.
6. _____ Dean reviews and submits the CPP for undergraduate programs to the Vice Provost for Undergraduate Affairs (VPUA) or graduate programs to the Dean of the Graduate School (DGS).
7. _____ VPUA/DGS reviews the CPP for state requirements with input from the Registrar's Office and the Curriculum Liaison Specialist. VPUA/DGS reviews complete CPP including a detailed budget review. The VPUA/DGS meets with the Provost to review the proposal if needed. VPUA/DGS informs the Dean of the review results and informs the Provost's Executive Assistant to begin the tracking process. Dean submits CPP to the Committee on Strategic and Financial Planning (COSFP) Chair and the University Curriculum Committee (UCC) chair for committee reviews. New courses and changes to courses are added into the CIM system, followed by submission of the program into the CIM system with the most recent version of the Comprehensive Program Proposal attached.

8. _____ COSFP conducts a budgetary review. Following COSFP review, COSFP Chair provides a written memo or email to the VPUA/DGS, Provost, Dean, and the UCC Chair with the outcome of this CPP review.
9. _____ UCC considers the course proposals (if not done prior to this time) and conducts a preliminary review of the CIM program proposal to assure that the courses needed have been created in appropriate formats, that the program of study has appropriate learning objectives, and that the program of study is complementary to existing programs of study. UCC ensures that the program includes high impact practices and explicit inclusion of social justice and diversity. If a graduate program, The Curriculum Liaison Specialist forwards the CIM program proposal (with the CPP appended) to the Committee on Scholarship, Research, and Graduate Education (COSRGE).
10. _____ CoSRGE reviews the CIM graduate program proposal with the appended CPP to provide assurance that the program of study is reasonable, useful to students and the workforce, and complementary to existing programs of study. The outcome of this review should be sent as a memorandum or email from the CoSRGE chair addressed to the Provost and DGS. The outcome of CoSRGE's review is summarized in the comments section of the CIM program proposal and moved forward in the workflow to the UCC.
11. _____ UCC takes action on the CIM program proposal with its appended CPP.
12. _____ Curriculum Liaison Specialist returns CPP to the VPUA/DGS for final review. VPUA/DGS discuss proposal with the Provost.
13. _____ Provost schedules review at a Council of Deans meeting. Council of Deans reviews the CPP and votes regarding their recommendation to the Provost. The CoD may request a second presentation with additional information from the department before a final vote. Provost notifies the Curriculum Liaison Specialist that the proposal has been approved by the Council of Deans. Curriculum Liaison Specialist assigns the CIP Code and prepares special action document for the Faculty Council Executive Committee and subsequent Faculty Council action. NOTE: If a second presentation results in changes to the courses/programs, the UCC will need to reconsider the CPP.
14. _____ Faculty Council acts on the special action item. Faculty Council Executive Assistant notifies the Provost of action by the Faculty Council. The Provost forwards the proposal to the Board of Governors.
15. _____ Board of Governors (BOG) reviews the proposal and acts on the recommendation. If approved, CSU System Chief Academic Officer submits the proposal to CCHE.
16. _____ Colorado Commission of Higher Education (CCHE) reviews the proposal and notifies CSU System Chief Academic Officer of their action. CSU System Chief Academic Officer notifies the Curriculum Liaison Specialist of CCHE action.
17. _____ Curriculum Liaison Specialist notifies department of action, effective date for admissions, and authorization to advertise.

