

New Program Planning

Date Completed

1. _____ Department discusses 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. Market research is conducted and accreditation standards are verified. Also included are: enrollment projections, fit to the mission of both the College and the University, capability of the unit to deliver the program, and proposed learning outcomes.
2. _____ Department engages the Vice Provost for Undergraduate Affairs (VPUA) for undergraduate programs or the Vice Provost for Graduate Affairs (VPGA) for graduate programs to initiate the new program proposal. The VPUA/VPGA 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. _____ Provost invites the completion of a Comprehensive Program Proposal (CPP).
5. _____ Department/College develops a Comprehensive Program Proposal (CPP) for *new degrees and majors*, in consultation with the VPUA/VPGA. The CPP must include program of study, number and description of new and existing courses, relationship to existing programs of study, survey of similar programs within the CSU System (Global and Pueblo), ideas about collaborating within the system where possible. Department consults with Dean about fiscal and programmatic concerns and willingness to support the proposal. Department completely fleshes out the budget and the curriculum, including a list of courses and the program including the eight semester plan if this is an undergraduate program. Department/College submits the CIM program proposal with the CPP document attached to their College Curriculum Committee. CIM course proposals for each new course and any changes to existing courses may be submitted at any time. All course proposals must be approved by the University Curriculum Committee prior to Faculty Council review of the program proposal.
6. _____ 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 the CIM program proposal and each of the CIM course proposals.

The Department/College meets with the VPUA/VPGA to review the final CPP and the budget. The budget is also reviewed by CSU Online if the program is to be delivered online. The VPUA/VPGA must approve the CPP and budget before the CPP can be moved to the next steps.
7. _____ The Committee on Scholarship, Research, and Graduate Education (CoSRGE) reviews the program proposal to provide assurance that the program of study is reasonable, useful

to students, and workforce, and is complementary to existing programs of study. The outcome of this review should be sent as a memorandum or email from the CoSRGE chair to the Provost and the VPGA. The CoSRGE chair approves the program proposal in CIM.

8. _____ The Committee on Strategic and Financial Planning (COSFP) conducts a budgetary review. Following the COSFP review, the COSFP chair provides a memorandum or email to the VPUA/VPGA, Provost, Dean, and the UCC chair with the outcome of this CPP review. The CoSFP chair approves the program proposal in CIM.
9. _____ The University Curriculum Committee (UCC) conducts a preliminary review of the CIM program proposal for concept. This includes a review of proposed learning objectives and that the program of study is complementary to existing programs of study. The UCC ensures that the program includes high impact practices and explicit inclusion of social justice and diversity.
10. _____ Provost schedules a review at a Council of Deans meeting. Council of Deans (COD) reviews the CPP and makes their recommendation to the Provost. The COD may request a second presentation with additional information from the department before a final vote.
11. _____ The University Curriculum Committee (UCC) considers the course proposals and conducts a review of the CPP to assure that the required courses have been created in appropriate formats.
12. _____ Provost notifies the Curriculum Liaison Specialist that the proposal has been approved by the Council of Deans. The University Curriculum Committee chair and the Vice Provost for Planning and Effectiveness assign the CIP Code. The Curriculum Liaison Specialist prepares a special action document for the Faculty Council Executive Committee and subsequent Faculty Council action.
13. _____ Faculty Council Executive Committee reviews the special action item and approves placement on the Faculty Council Agenda.
14. _____ Faculty Council Executive Assistant notifies the Provost of action by the Faculty Council.
15. _____ Provost forwards the proposal to the Board of Governors.
16. _____ Board of Governors (BOG) reviews the proposal and acts on the recommendation. If approved, CSU System Chief Academic Officer submits the proposal to the Colorado Commission on Higher Education (CCHE).
17. _____ Colorado Commission on 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. Curriculum Liaison Specialist notifies department of approval, effective date for admissions and authorization to advertise.