# Program Components and Minor/Non-Substantive Changes Timeline 2018-19 Group B changes – Short Form

Programs to be implemented Summer 2019 – DUE Oct 1, 2018

#### October 1, 2018

Short forms with minor/non-substantive changes that will be implemented summer 2019, due to the provost office by this date

## October-December 2018

University internal approval process (Registrar, IEA, UCC, etc.)

## January-March 2019

Submission to SBOE (electronic process).
Once approved, submitted to NWCCU if applicable.
Approval is communicated broadly to UI constituents

#### March-May 2019

Colleges authorized to market and recruit for programs

#### June 2019

Programs listed in summer 2019 University catalog Students enrolled in new programs with this effective year

### Workflow for Component and Minor/Non-Substantive Changes (Group B)

#### Unit/College Process

 Unit puts the requested changes on the short form and runs the approvals through the unit and college processes.



#### Vice Provost for Al

 College submits short form to VPAI Office by October 1<sup>st</sup> of the given year.



#### Vice Provost for A

 VPAI Office reviews the proposal Places it in a shared space for review by other departments.



#### **Review Process**

•Registrar's Office and IEA will review the form. They will not reach out to the colleges but put their notes on the document and notify the VPAI Office when they are completed.



#### GPR

•UCC will notify VPAI Office that change has been approved.\* VPAI Office will work with senate to create a GPR with all the approvals for the year or semester.



#### UCC

• VPAI Office will notify the chair of UCC that the form is ready for UCC review (UCC chair will have access to the shared space). Chair will process through UCC.



#### **Final Review**

•VPAI Office will put the final document in a shared space for the Registrar's Office and IEA to give a final review.



#### Vice Provost for Al

•Once all the reviews and notes are entered the VPAI Office will work with the college to make changes.



#### Vice Provost for Al

 VPAI Office will combine all component changes after approval and send to the State Board/work with IEA to notify NWCCU if necessary. VPAI Office will notify the university of approvals and update the inventory.

\*Should a request be denied at the UCC level, the UCC chair will inform the VPAI Office who will work with the college to make revisions.