Undergraduate and Graduate Programs Timeline; Group C Changes – Full Proposal



Implementation Year	Draft Proposal Due Date	Dept/College Curriculum Comm. Approval	Final Proposal due date to VP Academic Initiatives	UCC, Senate & Unv. Faculty Approval Completed	SBOE & NWCCU Approval	Marketing & Recruiting Begins
Summer 2021	Jan 5, 2019	Fall 2019	Nov 1, 2019	January-Feb 2020	April 2020	Fall 2020
Summer 2022	Jan 5, 2020	Fall 2020	Nov 1, 2020	January-Feb 2021	April 2021	Fall 2021
Summer 2023	Jan 5, 2021	Fall 2021	Nov 1, 2021	January-Feb 2022	April 2022	Fall 2022
Summer 2024	Jan 5, 2022	Fall 2022	Nov 1, 2022	January-Feb 2023	April 2023	Fall 2023

Programs to be implemented summer 2021 will have draft proposals due January 5, 2019. Programs under consideration for implementation 2022, 2023, 2024 will be listed on the SBOE 3 YR program plan for approval in April 2019.

The following items are considered for program planning purposes:

- Creating a new major and/or new degree designation
- Creating a new undergraduate or graduate certificate 30 credits or greater
- New delivery model for the program (i.e. on-line, distance delivery, hybrid)
- New geographical/physical delivery location for the program
- New or changing organizational, administrative structures
- A request for a professional program fee, self-support program fee, on-line program fee, new state appropriation, institutional reallocation, etc.
- Discontinuing a major and/or degree designation

Workflow for Proposals (Group C) – should a proposal pass the initial CIP code review

ASSCommittee

 Proposal is given to the ASSC and a meeting set up for the unit/college to meet with the committee. This is the opportunity for the committee to ask questions and get clarification on any areas of the proposal.



Back to the college

•The college then has until November 1st of the given year to create a final draft of the proposal and all components must be included including a budget.



Vice Provost for A

 The final proposal is sent to the VPAI Office. The VPAI Office will put the proposal in a shared space for review by Registrar, IEA and Budget office.



Review

•Those offices will review the final and make final comments via comments and track changes and will notify the VPAI Office when their review is complete.



Vice Provost for AI (faculty will go to the state board mtg in April)

• VPAI Office will upload the proposal to the State Board site and monitor approval. Once approved the VPAI Office will notify IEA that it is ready for NWCCU review. Once final approval is in, the VPAI Office will notify the university and update the



GPR

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



Vice Provost for AI

•VPAI Office will work with the college for any final edits.