Sam Houston State University
Academic Planning & Program Development

Program Development Process
New Applied Associate's/Workforce Certificate

Average timeline in Months - Depending on team schedules and number of reviews/drafts.

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Request

Request Form received by Program Analytics (PA) team and development begins.

Currently, the request form is not being used in these first few phases of new programs, but we're hoping to launch that form after all teams' input.

3-4 Weeks

Orientation

Currently, ORSP is compiling data for new programs with assistance from PA and APPD[1] Team, if needed.

APPD team and proposers discuss the proposal form and process during a *New Program Orientation.*

Month 1-3

Proposal Form

Proposal stakeholder(s) completes: Section 1: Need Analysis referencing data from the Program Analytics Report.

Section 2: Financial Analysis and Appendices (1) Course Sequencing Spreadsheet with Headcount, SCH, and Instructor Demand [Excel] and (2) Curriculum Schematic.

Section 3: Content & Quality and Appendices (1) NGL Letter and (2) Course Descriptions.

Proposer submits completed Request Form for Preliminary Review.

Month 4-5

Financial Analysis

Review/Approvals[2]: Initiator, Chair, DCC, CCC, and Dean.

Proposer submits the Final Request Form and Appendices to Blackboard: Program Development for consideration. PA and APPD review the proposal for approval.

Once approved, APPD then submits proposal and appendices to the Finance and Budget office to complete the pro forma process.

UCC

Finalized proposal is submitted to the University Curriculum Committee by the proposing college's representative of the University Curriculum Committee.

Month 6-12

Final Approvals

Provost

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Academic Affairs Council (AAC)

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TSUS (BoR)

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30-Day Comment Period

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Texas Higher Education Coordinating Board (THECB)

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SACSCOC[5]

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Catalog

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[1]The **Academic Planning and Program Development (APPD)** team coordinates the new degree program proposal process and is the primary contact throughout each section.

[2]**DCC**: Department Curriculum Committee; **CCC**: College Curriculum Committee; **UCC**: University Curriculum Committee.

[3]**AAC** meets quarterly for curriculum review: August, December, March, and June.

[4]**APPD** can submit to TSUS the 20th of every month following AAC approvals.

[5]**SACSCOC** submissions occur twice a year: January and July.