

## Checklist

### Overview

This checklist is a guide for new academic program and program expansion development. Some steps may be more effectively accomplished in a simultaneous fashion, and it may be best for the department chair and school director to seek input from the Provost's Office prior to concept paper completion.

Each step, including the suggested action participants, serves as a guide. There may be times when the action participants will be other than those suggested.

| <b>Proposal Components</b>   | <b>Action Participants</b>  | <b>Applicable Approvals</b>  | <b>Notes</b> |
|--|---|--|--------------|
| <b>Concept Paper</b> <ul style="list-style-type: none"> <li>• <b>Cover Sheet</b></li> <li>• <b>Rationale</b></li> </ul>  | Department Chair & School Director  | Provost<br>President<br>President's Cabinet  |              |
| <b>Feasibility Study</b> <ul style="list-style-type: none"> <li>• <b>Estimate of Student Demand</b></li> <li>• <b>Articulation Opportunities</b></li> <li>• <b>Labor market &amp; graduate school prospects</b></li> <li>• <b>5 year budget pro forma</b></li> <li>• <b>Academic capacity</b></li> </ul> | Department Chair & IR Office<br><br>Department Chair & School Director<br><br>Department Chair & School Director<br><br>Department Chair/IR Office & Provost<br><br>School Director & Provost | Provost<br>President<br>President's Cabinet<br>Board of Trustees   |              |
| <b>Curriculum Proposal</b> <ul style="list-style-type: none"> <li>• <b>Curriculum description for new &amp; existing courses</b></li> <li>• <b>General education requirements</b></li> <li>• <b>Learning goals &amp; assessment</b></li> </ul>   | Department Chair & faculty<br><br>Department Chair & faculty<br><br>Department Chair & IR Office  | Undergraduate:<br>Department Faculty Programs and Policies<br>Provost<br><br>Graduate:<br>Department Faculty Graduate Committee<br>Provost |              |

|   |   |  |  |
|---|---|--|--|
| <ul style="list-style-type: none"> <li>• <b>Course offering schedule/mock calendar</b></li> </ul>   | Department Chair/Registrar/Faculty Services       |  |  |
| <ul style="list-style-type: none"> <li>• <b>Prospective student evaluation checklist</b></li> </ul> | Registrar   |  |  |
| <ul style="list-style-type: none"> <li>• <b>Financial Aid Review</b></li> </ul>                     | Financial Aid Director                            |  |  |
| <ul style="list-style-type: none"> <li>• <b>Enrollment Review</b></li> </ul>                        | Executive Director of Enrollment/VP of Enrollment |  |  |
| <ul style="list-style-type: none"> <li>• <b>Faculty roster &amp; workload analysis</b></li> </ul>   | School Director                                   |  |  |