

New Program Development Process - Guidelines

This document outlines the process for the development and approval of new programs, including degrees, emphases, minors, and certificates. Since the approval process takes a considerable amount of time, departments are encouraged to begin early and prepare their documents carefully to avoid delays in the process.

Please note marketing or recruiting students for programs is prohibited until final approval is received by the Northwest Commission on Colleges and Universities (NWCCU).

For help with the approval process for Undergraduate Programs, please contact your Curriculum Committee Chair, or the Associate/Assistant Dean assigned to curriculum in your college/school. For questions regarding the process for Graduate Programs, please contact the Director of Graduate Studies: Jim Bailey, baileyja@uvu.edu

The development process for proposed programs involves the following entities. To view the approval timeline with dates for the various approving bodies, see (http://www.uvu.edu/aqa/programs/meeting_dates.html). To track the progress of your proposal through the approval process, see http://www.uvu.edu/asc/curriculum/documents_in_process.html

Reviewers/Approvers	Roles/Responsibilities	Form
AAC	Reviews and approves curriculum proposals (feasibility study) submitted by faculty/departments to determine mission appropriateness, internal/external demand, resource implications, institutional readiness, impact on existing programs, and other relevant factors. Responsible for strategic planning related to curriculum.	Feasibility Template
Department Curriculum Committee (includes Department Chair)	Initiates curriculum proposals; designs new curriculum and makes revisions to existing curriculum; prepares feasibility study for new programs; enters proposals into Curriculum Management System (CMS).	Feasibility Template
College/School Curriculum Committee	Provides peer review of curriculum proposals and identifies and resolves conflicts.	R401, Curriculum Map, Key Assignments*

Dean	Vets changes within departments in the college/school and with affected colleges/schools; submits new program feasibility studies to AAC.	R401, Curriculum Map, Key Assignments*
University Curriculum Committee/Graduate Council for Graduate Programs and Courses	Acts as stewards of the curriculum by reviewing issues related to new courses and programs and addressing questions to ensure quality and appropriateness. For graduate programs, the Graduate Council reviews courses and programs before forwarding them to the University Curriculum Committee as a consent agenda item.	R401, Curriculum Map, Key Assignments*
SVPAA	In cooperation with AAC and the president, reviews and approves all completed R401 documents prior to their submission to BOT.	R401
External Reviews – BOT, SBR, NWCCU	Each entity reviews and approves completed R401 documents prior to their submission to the level of external review. NWCCU gives final approval.	R401

*Key assignments are required only for graduate courses.

Faculty and departments are responsible for providing the following documents: 1) program feasibility study (additional sections are required for graduate programs), 2) R401, 3) curriculum map, and 4) key assignments and faculty information (graduate programs only). See below for explanations.

1. Program Feasibility

The program feasibility study template and guidelines for its completion are available for review at http://www.uvu.edu/asc/curriculum/templates_and_resources.html. Complete the template in Box. For details on Box, contact Sabine Berlin berlinsa@uvu.edu in the Office of Academic Quality Assurance. The study will be forwarded to your dean and AAC for approval.

See below for additional guidelines for graduate programs. Some of these may be applicable to all programs.

Graduate program considerations. When deciding whether or not to develop a graduate program, the department faculty should consider the following issues identified by the Academic Affairs Council. Institutional and Regents' hold academic programs to high standards of quality and assure that graduates who earn these degrees and credentials are prepared to live successfully

in, and contribute to, the welfare of the State, region, and its citizens. The department faculty needs to consider whether or not their proposed program meets these expectations.

Faculty. Do you have the faculty with the needed expertise (e.g., terminal degree, research record, currency in the discipline, etc.)? What is the workload for faculty who will teach in the program (thesis supervision, on-going research/scholarship)?

Demand. How much demand exists for the program? (Consider local business needs, graduation, placement rates for similar programs in the state, etc.). How many students are anticipated? How much demand exists for undergraduate programs that may feed into the proposed program? How many students graduate from similar programs in the state? What are their job placements?

Resources & Logistics. What resources are needed (e.g., faculty, labs, space)? How will the graduate program impact the quality of undergraduate programs (e.g., faculty reassigned from teaching undergraduate courses)? What is the impact of repurposing current space?

Quality. The regents and academic officers from other USHE institutions will look closely at quality and ability to deliver the program. Consider having a consultant review the program & curriculum. Consider the requirements and costs of accreditation standards.

Please note that the feasibility study for graduate programs requires a response to the following questions. These questions will be answered in Box.

Does UVU currently offer an undergraduate program in the same field as the graduate program? If so, how will the graduate program be distinct from the undergraduate program? What faculty, staff, or other resources from the department's undergraduate programs will be needed to support the proposed graduate program? Explain. How many faculty FTE, if any, will be reassigned from teaching undergraduate courses to teach graduate courses? Will the program charge differential tuition? If so, what is the justification and recommended tuition rate per credit hour?

2. R401

Do not proceed with this step until the feasibility study has been approved by the Academic Affairs Council. Do not contact the Budget Office until the feasibility study has been approved.

R401 templates and related and guidelines for its completion are available for review at http://www.uvu.edu/asc/curriculum/templates_and_resources.html. Complete the R401 in Box, which will indicate the workflow for needed levels of approval. For details on Box, contact Sabine Berlin berlinsa@uvu.edu in the Office of Academic Quality Assurance. Note that many sections of the feasibility study are part of the R401. Tables and appendices cannot be added to the R401.

Completing the R401 will require requests for data from IRI and various approvals (e.g., library, Office of Academic Quality Assurance, and the Budget Office). Plan well in advance to enable documents, data, and information to be collected and appointments made. Consider working with the Office of Teaching and Learning to design program and course level curriculum. Contact Bethany Alden-Rivers at bethany.alden-rivers@uvu.edu.

3. Curriculum Map

All programs need to complete a curriculum map as part of the assessment component of the R401. See <http://www.uvu.edu/aqa/resources.html> Contact Quinn Koller quinn.koller@uvu.edu in the Office of Academic Quality Assurance.

4. Key Assignments and Faculty Information (graduate programs only)

Key Assignments. Graduate programs need to provide examples of key assignments for each of their courses. Key assignments should include the major student learning activities designed to develop the program and/or course student learning outcomes. See [key assignments](#) for more information. This form can be completed in Box.

Additional forms to be completed for graduate program proposals include Graduate Faculty Course Coverage and Graduate Faculty Application Form. These forms are available for review at (<http://www.uvu.edu/graduatestudies/council/index.html>) and can be completed in Box.