

Program Proposal Workflow Paths

<div><div><div>↓</div></div><div>Proposal Submission:</div></div> <div>Program Workflow Steps:</div>	Program Proposal Submission Types:				Specific Program Degree Types/Changes:								
	New Program	Substantial Modification (25%+ Core Change)	Non-Substantial Modification (Under 25% Core Change)	Delete Program	Associate	Bachelor	Certificate	Graduate Certificate	New Emphasis	Master	New Minor	Program Name Change	
Initiator - Phase 1	●	●	●	●	●	●	●	●	●	●	●	●	
Advisor Review	●	●	●	●	●	●	●	●	●	●	●	●	
AQA Research	●	●			●	●	●	●	●	●	●		
Library Research	●	●			●	●		●		●			
Budget Research (Col Fin Mgr)	●	●			●	●	●	●	●	●	●	●	
Dept Peer Review	●	●	●	●	●	●	●	●	●	●	●	●	
Initiator - Executive Summary	●				●	●	●	●	●	●	●		
DCC Review/Prioritization	●				●	●	●	●	●	●	●		
College Dean Approval	●	●	●	●	●	●	●	●	●	●	●	●	
Intercollegiate View - CCC Review	●	●	●	●	●	●	●	●	●	●	●	●	
Institutional Prioritization	●				●	●	●	●	●	●	●		
Initiator - Phase 2 & Advisor Review	●	●	●	●	●	●	●	●	●	●	●	●	
UCC QA Review	●	●	●	●	●	●	●	●	●	●	●	●	
College Financial Manager Review	●	●		●	●	●	●	●	●	●	●	●	
Budget, *Grad Council Approval	●	●			●	●	●	●	●	●	●	●	
UCC QA Approval	●	●	●	●	●	●	●	●	●	●	●	●	
AAC Approval	●	●		●	●	●	●	●	●	●	●	●	
UCC Approval	●	●	●	●	●	●	●	●	●	●	●	●	
SBR/UBHE Comments	●				●	●		●		●			
Sub BOT Approval	●	●		●	●	●	●	●	●	●	●	●	
BOT Approval	●	●		●	●	●	●	●	●	●	●	●	
NWCCU Approval	●	●		●	●	●	●	●	●	●			
UVU Notification	●	●		●	●	●	●	●	●	●	●	●	
Catalog / Records program code	●				●	●	●	●	●	●	●	●	
Final Processing	●	●	●	●	●	●	●	●	●	●	●	●	
Wolverine Track Team	●	●	●	●	●	●	●	●	●	●	●	●	
Catalog / Records	●	●	●	●	●	●	●	●	●	●	●	●	
Final Notification to UVU Affected Areas	●	●	●	●	●	●	●	●	●	●	●	●	

[Curriculum Executive Summary](#)

Workflow Step Instructions:
To propose a new program, click "Propose New Program" (green button) or to modify an existing program, select the program and click "Edit Program" (green button) from Program Management. Fill out all required fields using help bubbles and instructional text and then click "Save and Submit" to forward the proposal to the next step in workflow.
College Advisor Manager will receive a notification that the proposal has been submitted and should determine if proposal notification should be forwarded to the department advisor for review. Advisor will review proposal and "Add Comment" (green button) to help the Initiator consider implications to student enrollment.
AQA will receive a notification to review the proposal. Conduct research. Once research is complete, create the program folder in Curriculum Executive Summary BOX folder (link found on Curriculum website), save the Executive Summary with market and student demand images and text. (Executive Summary template is found on the Curriculum website). Then click the green "Approve" button in the CourseLeaf Program Management preview.
Library will receive a notification to review the proposal. Conduct research. Once research is complete, attach the results to the program folder in Curriculum Executive Summary BOX folder (link found on Curriculum website) and click the green "Approve" button in the CourseLeaf Program Management preview.
College Financial Managers will receive a notification to review the proposal. Conduct research and prepare budget numbers. Once complete, attach the results to the program folder in Curriculum Executive Summary BOX folder (link found on Curriculum website) and click the green "Approve" button in the CourseLeaf Program Management preview.
Department peers will receive a notification to review, "VOTE" on the proposal, and provide any feedback. They will have up to <b>one week</b> to review, vote, and comment (if needed).
Faculty initiator will receive a notification for NEW program proposals. Review vote results and comments provided by department peers and make any necessary adjustments to the proposal. Also, fill out the already started Executive Summary with the research provided by Library and Budget found in the program folder in Curriculum Executive Summary BOX folder (link found on Curriculum website). Attach the completed Executive Summary to the program proposal in CourseLeaf and "Save Changes". This Executive Summary will accompany the proposal for Dean, Department Chair, Institutional Prioritization, and BOT review. Click "Approve" on the blue Page Review bar in Pages Pending Approval.
Department Chairs in the college will receive a notification to review the proposal. They will work with the Dean to prioritize which proposals should go forward to Institutional Prioritization.
Dean will receive a notification to approve the proposal. Click "Approve" (green button) to move it forward to Intercollegiate View or "Rollback" to send it back to the Initiator with comments.
CCC's will be notified to review the proposal while the proposal is in Intercollegiate View. The College Curriculum Chair has the responsibility to provide the CCC feedback by clicking "Add Comment" (green button). Intercollegiate View will be open from the 1st to the 15th of most months of the year and is open to any faculty or staff to review the proposals and provide comments. This is to encourage cross-college collaboration on programs. Intercollegiate View can be accessed from the Curriculum Website. Comments are captured and stored at the bottom of the program form.
Provost's Office will receive a notification to approve new program proposals. During Institutional Prioritization meeting all new program proposals will be prioritized, approved or declined to enter Phase 2 (developed further for additional approvals.) Provost Office will need to "Approve" the proposals that are approved and "Rollback" proposals that are not approved with comments.
Initiator and the College Advisor Manager will receive a notification following approval from Institutional Prioritization. Faculty and Advisor will review the impact of proposed changes to students and work to determine solutions. Faculty will make adjustments to Phase 1 entries with research and comments from reviewing bodies, make final entries in the proposal for Phase 2 questions, and click "Save Changes". Once proposal is ready to submit and ALL Phase 2 fields are filled in, click "Approve" on the blue Page Review bar in Pages Pending Approval.
UCC QA team members will receive a notification to review the proposal. They will have up to <b>one week</b> to review and "Add Comment" before meeting with faculty (if required.)
College Financial Manager will receive a notification to review the proposal. Verify the budget information matches what was provided in Phase 1 and there are no material changes to the data. If you find a discrepancy, "Add Comment" to let UCC members know what concerns you have.
Budget Office and/or Grad Council will receive a notification to review and approve the proposal. Verify if data/proposal meets university requirements and is sufficient for BOT approval. Each approver will click the green "Approve" button to move forward in workflow. If changes are required, "Add Comment" and inform the UCC QA team. A member of the QA team will notify you when the changes have been made for you to "Approve".
UCC QA members will receive a notification to vote on the proposal. If all QA members have voted, required changes have been made by faculty, Budget and/or Grad Council approvals have been given, and all required proposals are submitted with the program, the UCC QA lead will "Approve" the proposal in Pages Pending Approval.
AAC will be notified to review and approve the program proposal. Click the green "Approve" button on the Pages Pending Approval. If the decision from AAC is to decline the proposal, "Rollback" to the Initiator with comments.
Full UCC will vote at this step on the proposal. If 85% of UCC members vote and all are affirmative, the proposal will be approved and move to the next step. If there are any NO votes, the proposal will be added to the UCC agenda for discussion and either approved or declined in that meeting.
Curriculum Office will prepare the State PDD, attach to the proposal, and send the documents to SBR/UBHE for comments. Once SBR approval is received, attach comments to the proposal in CourseLeaf and "Approve".
BOT Subcommittee Admin will receive a notification. Add proposal to the agenda and review. "Add Comments", if required, and "Approve" in Pages Pending Approval.
BOT Admin will receive a notification. Add proposal to the agenda and review. Attach BOT Approval letter, "Add Comments", if required, and "Approve" in Pages Pending Approval.
Notification will be sent to IEP to submit the program and PDD to NWCCU for accreditation approval. Once approved by NWCCU, click "Approve" in Pages Pending Approval.
Notifications will be sent to involved stakeholders that the program has been approved.
Catalog/Records office will be notified that the NEW program has been approved. Create a Banner program code and notify Curriculum Office.
Curriculum Office will process and finalize the program and related courses. Click "Approve" from Pages Pending Approval.
Notification and To-do will be sent to the Wolverine Track team to complete changes in Degree works.
Notification will be sent to Catalog/Records office for catalog steps.
The following parties will be notified of program finalization under certain conditions: Initiator, Transfer Credit Office, College Advisor Manager, Veterans, Financial Aid, Admissions, Graduation, and Athletics.