

New Degree Program Development Process

The process for new academic programs can be found below. Please note that the first step in initiating this process is via the <u>Program Analytics Request Form</u>.

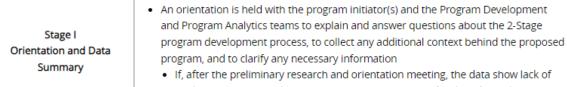




Program Analytics

Request

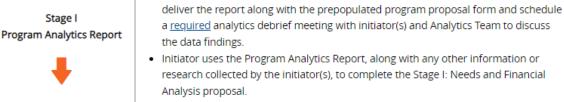
Process focuses on: gathering admin information, screening for CIP codes, related industries, target occupations, and any other data unique to the proposed program
 Analytics Team collects preliminary research/data to assess the general workforce demand and competitive landscape.





If, after the preliminary research and orientation meeting, the data show lack of analytic support, a Preliminary Data Summary may be developed to help initiators decide whether or not to continue with Stage I of the proposal.

Analytics Team completes the Program Analytics Report¹. Program Development will



Stage I Needs and Finance Analysis



- Initiator completes Stage I: Needs & Finance Analysis proposal sections and appendices 1, 2, 3 (if applicable) and 4 and submits draft to Program Development via email².
- Program Development contacts the Financial Planning and Budget team with the program proposal to request a Stage I Financial Analysis.
- Program Development coordinates a Stage I: Financial Analysis initial (prelim) meeting including Program Analytics, Financial Planning and Budget, program initiator(s), and respective Academic Dean and Dept. Head.
- All additional Stage I information/clarification is gathered in the initial meeting and Finance Planning and Budget team begins completing the Financial Analysis required for Stage I.
- Upon delivery of the Financial Analysis, Program Development coordinates a debrief meeting where Financial Planning and Budget team presents the findings.

. Initiator completes the Stage II: Content & Quality proposal, with any support as

Stage II Content & Quality



- needed from Program Development, and acquires all approval signatures.
 Associate Dean (UCC Representative) submits the completed Stage II: Content & Quality proposal for UCC review through the T:Drive folder: Curriculum at one of the
- The Program Development reviews submission to ensure all sections in Stage II:
 Content & Quality proposal are complete and the latest proposal has been submitted.
- The Program Development process is complete, and the proposal now goes through University Curriculum Committee review processes, followed by Academic Affairs Council, Board of Regents, and The Texas Higher Education Coordinating Board.

¹Program Analytics Report data expires one year from delivery. Please, plan accordingly to ensure each stage is completed in a timely manner. If the new program development process takes longer than one year, a new Program Analytics Report must be completed, and Stage I: Needs &

curriculum entry points (Month 1)

Finance Analysis must be refreshed and resubmitted, causing significant delays in the process

For more information, contact <u>programdev@shsu.edu</u>

²Once initiator has submitted the Stage I: Needs and Finance Analysis draft to Program Development, the initiator is encouraged to start working on Stage II: Content & Quality.