

Curriculum and Academic Programs Board New Program Proposal Instructions & Due dates – for programs effective Fall 2022

The following steps must occur **prior to CAP Board** submission:

1. Faculty create idea and whitepaper
2. Initial whitepaper shared at Dean’s Council
3. Provost discusses with CSU-System
4. Provost approves program plan to continue
5. Faculty build full program proposal in CIM, with comprehensive proposal*
6. Department Chair approval
7. College curriculum committee review, Committee chair approval
8. College/School Dean review and approval

New program proposals are due in CourseLeaf for CAP-Board review by the 3rd Wednesday in Fall term to ensure full time for review steps and inclusion in the next academic year’s catalog. Submission includes a comprehensive program proposal (*see below for contents to be attached in CourseLeaf). Incomplete submissions will not move to CAPB agenda and may not have met the CAPB submission deadline.

Use CourseLeaf to process all **new program** details and any related **new courses** or course changes, as well as approvals listed above. Please allow ample time for all proposals to be reviewed by affected departments and the college committee prior to submission. Address questions to your CAPB college representative.

Step in Process	Due Date	AY 2021-2022 dates
CourseLeaf entry available starting Aug 1 prior. Approved program entry in CourseLeaf and I:drive Provost receives FYI from CourseLeaf	On or before the 3 rd Wed in fall term*	Sept 8 th or 15 th
CAPB discussion & review, then chair approval—two meetings on sequential Wednesdays	September & October Weds	Sept 22 nd -- Oct 6 th
CAPB Faculty Senate rep prepares and submits motion(s) to Senate Exec	2 nd Monday in October	Oct 11 th
Faculty Senate review and approval at meetings Oct 18 and Nov 15 or by email	October 3 rd Monday in November	Oct 11 th –31 st Nov 15th
Provost approval	After Senate approval	Nov 16 th
Provost Office submits December BoG materials Review & approval by System Board of Governors	Mid-November submission 1 st Thurs & Fri in Dec	Nov 16 th Dec 2-3, 2021
CCHE approval obtained after BoG approval	2 nd week in December	December 10 th
AIS/Banner upload for subsequent fall schedule	December	December
Catalog final date	March 2022	March 1, 2022

Above dates also apply to renaming of a current program, as BoG and CCHE approvals are needed.

***HLC Approval:** New certificate or diploma programs with more than 50% new courses require HLC substantive change approval **after** CCHE approval. (i.e. courses are not derived from existing certificate or degree programs.) Allow a **minimum** of 6 months for the HLC review process, longer if a site visit is involved. This HLC approval must be obtained **prior to** including the program in the university catalog, advertising the program, or accepting student applications. Programs in this category are advised to begin the CAPB process in the **Spring** semester prior.

Program Accreditation: If applicable, typically program accrediting bodies will require HLC approval prior to their approval or candidacy processes.

***New Program Comprehensive Proposal**

Proposal must include:

- CourseLeaf items to be entered and approved:
 - Rationale for degree program
 - New courses entered on CourseLeaf CIM : <https://nextcatalog.csupueblo.edu/courseadmin/>
 - Details of program in CourseLeaf CIM including the student Learning Outcomes: <https://nextcatalog.csupueblo.edu/programadmin/>
 - Attach a WORD document to the program submission which is formatted for Board of Governors and CCHE. (see appendices)
 - Items to be included in files attached to program in Courseleaf CIM or uploaded on I:drive
 - I:\University Common\Curriculum & Academic Programs Board\CAPB 2021 2022\New Program Proposals
 - Any Proposed Catalog copy beyond that in CourseLeaf
 - One-page summary explanation of how the curriculum will attract and retain students and what are the employment opportunities for graduates (demonstration of demand)-unless this is included in CourseLeaf rationale.
 - Timeline of program implementation, predicted enrollments, and HLC or specialized accreditation process where appropriate
 - Proposed budget showing required startup funding and projected revenue to cover expenditures upon full implementation timeline
 - Assessment Plan for program
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APPENDIX A...CSU System Board of Governors format

MATTERS FOR CONSENT:

New Degree Program: Degree level in Program title

RECOMMENDED ACTION:

MOVED, that the Board of Governors approve the request from the College of ----- to establish a new XY degree in _____. If approved, this degree will be effective in *semester year*.

EXPLANATION:

Presented by _____, Provost and Executive Vice President for Academic Affairs, CSU-Pueblo.

Explain here.

1. Brief Overview of Proposed Program

- Name of Major/Program:
- Degree type:
- Recommended CIP code:
- Department/School:
- College:
- Expected number of students enrolled in program:

Text here, including proposed yearly implementation summary.

2. Mission Appropriateness

Colorado State University-Pueblo is a regional, comprehensive university with the following Mission and Vision Statements:

Mission Statement

CSU-Pueblo's success will be measured by the resilience, agility, and problem-solving abilities of our diverse student population and the ways in which our graduates are able to navigate work in a rapidly changing world.

Vision Statement

To establish Colorado State University-Pueblo as the people's university of the Southwest United States by 2028.

>Text here on how new program fits mission and vision. Include strategic plan where appropriate.

3. Rationale for the stated degree program

4. CSU System & State Positioning

5. Special Undergraduate Admissions standards

6. Curriculum and Program Outcomes

>Include full curriculum with course descriptions, and SLOs. Specify new courses versus existing courses.

7A. Potential CSU System Collaborations:

7B. Potential non-CSU System Collaborations:

8. Faculty resources

9. Library resources

10. Facilities, equipment, and technology

11. Potential Collaborations

12. Budget

>The tables below show a summary of the expenses and revenue over the first five years of the program.

	Year 0	Year 1	Year 2	Year 3	Year 4
	2019/20	2020/21	2021/22	2022/23	2023/24

Existing expenditures reallocated

New expenses

Projected Student Enrollment

Projected Enrollment Revenue

NET PROGRAM NEW REVENUE

APPENDIX B...CCHE format

Degree level Program title at Colorado State University - Pueblo

Program Name:

Degree Level:

CIP Code:

Date of approval by governing board:

Number of credit hours:

Offered as 100% distance/online only: (yes/no)

Brief overview of proposed program:

Brief statement of evidence of need:

Brief statement of duplication/similar programs in the state: