Curriculum and Academic Programs Board New Program Proposal Instructions & Due dates – for programs effective Fall 2023

Steps which must occur **prior to CAP Board** submission and review:

Idea Generation & Approval
1. Faculty create idea informed by Hanover or other market analysis, & draft the **whitepaper**
2. Initial whitepaper shared at Dean's Council
3. Provost discusses with CSU System
4. Provost approves program plan to continue
Comprehensive Proposal Build
5. Faculty build full program proposal details in CourseLeaf, with comprehensive proposal details* and all associated new courses or course changes.
6. Department Chair review and approval
7. College/School curriculum committee review and CAPC chair approval
8. College/School Dean review and approval

New program proposals must be ready for CAP-Board review no later than Sept 15th each year to ensure sufficient time for review and inclusion in the next academic year's catalog. Incomplete submissions will not move to CAPB agenda and may not have met the CAPB submission deadline. These will be moved to the following year's CAPB cycle. Please allow ample time for all proposals to be reviewed by affected departments and CAPC prior to submission. Address questions to your CAPB college representative.

Curriculum Approval Process	*Due Dates (for fall 2023 catalog)*
CourseLeaf entry available Nov prior through Sept. Approved program and course entries must be in CourseLeaf	Sept 15th of year prior to catalog start (9/15/2022)
CAPB discussion & review, then chair approval —two meetings on sequential Wednesdays	Wednesday CAPB meetings in Jan-Apr and Sept-Oct (2022)
CAPB Faculty Senate representative prepares/submits motion to next Senate Exec meeting (2 weeks prior to Senate meeting)	Upon full CAPB approval
Faculty Senate review and approval at regular meetings (1st and 2nd readings routinely)	Jan, Feb, Mar, Apr, Sept, Oct, Nov (2022)
Provost approval	After Senate approval
Provost Office submits materials to Board of Governors Review & approval by System Board of Governors	2-3 weeks prior to BoG meeting Oct, Dec (2022), Feb (2023)
CCHE approval obtained after BoG approval	1 week after BoG approval
Banner course upload for subsequent fall schedule	December 2022-January 2023
HLC submission and approval (timeline varies)	June 15, 2023
Catalog final date	March 1, 2023

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

CAP Board new programs –edited April 20, 2022

HLC Approval: New certificate or diploma programs with <u>more than 50% new courses</u> 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. 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 early in the **Spring** semester.

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

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*New Program Comprehensive Proposal

- CourseLeaf items to be entered and approved:

    o Details of new program in CourseLeaf CIM including Rationale for the program and the Student Learning Outcomes:
    https://nextcatalog.csupueblo.edu/programadmin/

    o New courses or changes to existing courses entered in CourseLeaf CIM:
    https://nextcatalog.csupueblo.edu/courseadmin/

    o Attach required documents to the program submission, including those listed below.

- Files must be attached to program in Courseleaf CIM (or uploaded on I:drive

    I:\University Common\Curriculum & Academic Programs Board\CAPB 2022 2023\New Program Proposals)

    o Any Proposed Catalog copy beyond that present in CourseLeaf

    o Information on plans for specific program accreditation where appropriate

    o Board of Governors submission form which includes explanation of how the curriculum will attract and retain students, employment opportunities for graduates, demonstration of demand, timeline of program implementation, predicted enrollments, and proposed budget showing required startup funding and projected revenue to cover expenditures. (see template)

    o CDHE submission form (see template)

    o Assessment Plan for program learning outcomes

New Certificate Program—specific details:

Certificates must require a minimum of 9 credit hours for consideration.

Please note that a minimum of 16 credit hours is required in a certificate for it to be approved for financial aid for a certificate-seeking student who is not also simultaneously seeking a degree.

The level of a new certificate must be indicated:

Less than 1 year (undergraduate)

At least 1 year but less than 2 years (undergraduate)

Post-Bachelor

Post-Masters

Certificate programs must have the following approvals which *varies slightly* from degree programs.

CAPB approval
Faculty Senate approval
Provost approval
CSU Board of Governors approval
CDHE approval
HLC *notification*