

New DEGREE Program Whitepaper Process

A whitepaper begins the curriculum development process for a new **degree** and, if approved, leads to the [CAPB new degree program](#) submission in CourseLeaf. The whitepaper is intended to facilitate communications and discussions about new degrees amongst key stakeholders as it will be presented by the college dean and graduate school dean (when appropriate) at Deans Council. This whitepaper must be available to all deans at least one week prior to the meeting.

The author of the whitepaper will receive either confirmation from the Provost (with recommended revisions if necessary) to proceed with CAPB process, or feedback to guide further development of the whitepaper. Whitepapers will be shared by the Provost with the Cabinet and/or CSU System Provost.

The whitepaper presents a summary of the following information. (2-4 pages max)

1. Proposed Title and Degree Level
2. Proposed Effective Date
3. Program Delivery type(s) [in-person, online, distance, etc.]
4. Department(s)/College(s) involved and management plan if interdisciplinary
5. Justification/Need for program--Attach a job market study that illustrates the following (e.g. Hanover study)
 - a. Industry need
 - i. Data related to the Colorado job market
 - ii. Competing programs in Colorado
 - b. Student interest
6. Plans for opening the program
 - a. Plan for recruitment & enrollment (who, what, where, when, how?)
 - b. Projected enrollments for the first three years
7. Curriculum outline of major courses (do not include general education, if applicable)
 - a. current courses
 - b. new courses
 - c. support courses required from other departments
8. How the new degree will affect other existing department and/or university programs
9. Resources already available and/or needed for the first three years, including
 - a. faculty (full time and adjunct, visiting, etc.)
 - b. labs/materials and/or equipment
 - c. facilities
 - d. library resources
 - e. graduate assistants (research and/or teaching)
 - f. outreach and/or marketing
 - g. other, such as accreditation costs if applicable
 - h. other pertinent resource information

New CERTIFICATE Program Whitepaper Process

A whitepaper begins the curriculum development process for new **certificates** and, if approved, leads to the [CAPB new certificate program](#) submission in CourseLeaf. The whitepaper is intended to facilitate communications and discussions about new certificates amongst key stakeholders, as it will be presented by the college dean and graduate school dean (if appropriate) at Deans Council. This whitepaper must be available to all deans at least one week prior to the meeting.

The author of the whitepaper will receive either confirmation from the Provost (with recommended revisions if necessary) to proceed with CAPB process, or feedback to guide further development of the whitepaper. Whitepapers will be shared by the Provost with the Cabinet and/or CSU System Provost.

The whitepaper presents a summary of the following information. (2-3 pages max)

1. Proposed Certificate Title and level (UG, post-bac, post-masters)
2. Proposed Effective Date
3. Certificate Delivery type(s) [in-person, online, distance, etc.]
4. Department(s)/College(s) involved and management plan if interdisciplinary
5. Justification/Need for program--
 - a. Industry need
 - i. Data related to the Colorado job market
 - ii. Competing programs in Colorado
 - iii. Provides an employment qualification requirement
 - b. Student interest
6. Plans for opening the program
 - a. Plan for recruitment & enrollment (who, what, where, when, how?)
 - b. Projected enrollments for the first three years
7. Curriculum outline of courses and minimum time to complete
 - a. current courses
 - b. new courses
 - c. support courses required from other departments
 - d. serves as part of a stackable program
8. How the new certificate will affect other existing department and/or university programs
9. Resources already available and/or needed for the first three years, including
 - a. faculty (full time and adjunct, visiting, etc.)
 - b. labs/materials and/or equipment
 - c. library resources
 - d. facilities
 - e. outreach and/or marketing
 - f. other pertinent information