

New Program – Major/Minor/Certificate Proposal Process Checklist

Phase 1: Pre-Proposal		
1	Program champion(s) discusses idea with dean(s)	The champion(s) discusses proposed program viability. Seeks ideas regarding potential collaborations/interdependencies with other schools/colleges. If dean determines program has initial potential, it will be advanced to next stage. A program champion can be faculty, chairs, assistant/associate deans, dean and all members of the faculty.
2	Dean shares proposed program ideas with dean colleagues and possible collaborations are identified	On behalf of the program champion(s) the dean will share concept with dean colleagues and potential collaborations, conflicts, etc. will be identified. Additional involvement by other schools/colleges will be determined and potential collaborators identified.
3	Sponsoring dean requests External Market Demand Analysis from Executive Assistant in the Office of the Provost	Dean requests proposed programs to be placed in the queue for external market analysis. Provost's executive assistant will log request, schedule scoping meeting with stakeholders identified by the dean, and initial analysis with vendor.
4	Financial Implications Form (FIF)	<p>The Financial Implications Form (FIF) is a high-level resource identification tool to determine the basic resource needs for the proposed new undergraduate, graduate or professional program (degrees, majors, minors, and certificates) and must include information concerning how the program will be financially supported prior to proceeding through the curricular development process.</p> <p>The FIF will require data from the External Market Analysis to be accurately completed. This is not the official Pro Forma for the program which will not be developed until the Pre-Proposal Application is approved. School/College Finance Directors should be consulted to assist with the preparation of the FIF.</p>
5	Submission of Pre-Proposal Application	<p>If the External Market Analysis is <u>favorable</u> and the FIF has been approved by all stakeholder groups, the following is submitted to the Office of the Provost:</p> <ol style="list-style-type: none"> External Market Analysis FIF Pre-Proposal Summary & Link to CU Mission & Jesuit education <p>If the External Market Analysis is <u>unfavorable</u> indicating it would be difficult to recruit adequate enrollment to offset expenses, the Dean will make the final determination whether to advance a Pre-Proposal Application based upon a discussion with the champion(s). The application would require a very strong mission-based reason for consideration. This portion of the application will be reviewed by the Office of the Provost in consultation with Mission & Ministry, Equity, Diversity & Inclusion and the President.</p>

Phase 2: Full Program/Curriculum Proposal Development		
1	Proposal Development	<p>Office of the Provost is an ongoing resource to direct the champion to key stakeholder groups/areas throughout the proposal development.</p> <p>Key Stakeholders include but may not be limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Global Engagement <input type="checkbox"/> Center for Faculty Excellence <input type="checkbox"/> All schools/colleges providing courses/support outside the program home <p>*The Office of the Provost will manage notifications with Enrollment Management and University Marketing based upon a proposal's status.</p>
2	College/School Curriculum Approval Process	Proposal is reviewed and approved by individual college/school curriculum process and submitted to the Office of the Provost.
3 As needed	Graduate Board (new graduate programs)	<p>Office of the Provost notifies Graduate School and provides proposal document, program champion(s) present to the Graduate Board.</p> <p>Dean & Program champion(s) provided relevant feedback.</p>
4 As needed	Adult Learning Council (new CPCE programs)	<p>Office of the Provost notifies Adult Learning Council and provides proposal document.</p> <p>Program champion(s) & Dean presents to the Adult Learning Council</p> <p>Dean & Program champion(s) provided relevant feedback.</p>
5	Dean's Council /Provost Office	<p>Office of the Provost will schedule presentations of the proposal to the Dean's Council.</p> <p>Program champion(s) invited to Dean's Council meeting to discuss proposal as needed.</p>
6	Library, Marketing and Enrollment Management*	<p>Marketing and Enrollment Management contacts new program Dean to develop and discuss program marketing and enrollment management strategies. These strategies may be implemented prior to final approval of the program in order to meet anticipated program launch dates.</p> <p><i>*Note Enrollment Management includes: Admissions, Financial Aid, Business Office & Registrar</i></p>
7	Approval communicated to Creighton offices and units	Office of the Provost communicates approval of the new program/major to the program champion(s) and campus stakeholders