Program Development and Design

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The University Teaching Center, with the Office of the Provost, is launching a process to guide faculty in the development of new programs.

Program Development Process

The purpose of the flowcharts and the processes they represent is to guide faculty in the development of new programs and to streamline their efforts.

Website:

http://www.utoledo.edu/offices/provost/program-development/

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Program Development Process

- **Discuss program concept with your dean and department chair**

- **Complete Program Concept Form**
  - Form submission triggers an email to the Sr. Vice Provost of Academic Affairs for action.

- **The University will need local governance approval before state approval.**

- **Additional steps are outlined for undergraduate and graduate programs.**

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Program Development Process
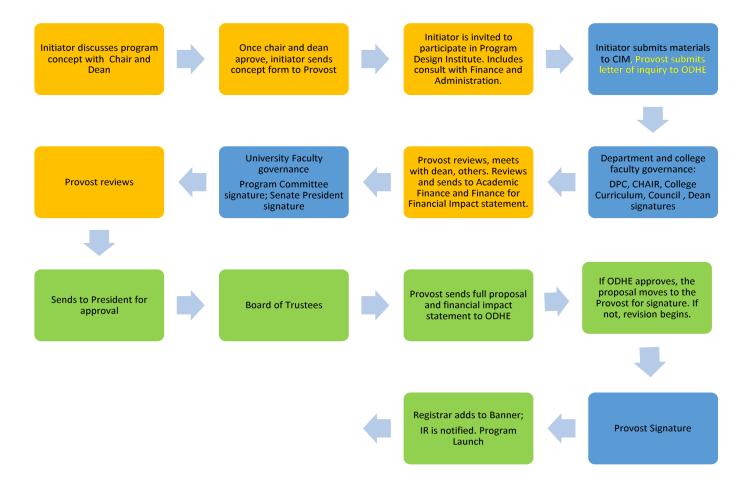
Process for inactivating (not accepting majors) a program.

- Colleges wishing to suspend a program that is no longer accepting students need to submit an "inactivate" proposal in the CIM (curriculum inventory management).

- As the CIM proposals passes through a shortened workflow, the Provost's Office will notify the state of the suspended program.

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New Undergraduate Program Flowchart

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┌──────────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐
│ Initiator discusses  │      │ Once chair and dean  │      │ Initiator is invited │      │ Initiator submits    │
│ program concept with │  →   │ aprove, initiator    │  →   │ to participate in    │  →   │ materials to CIM,    │
│ Chair and Dean       │      │ sends concept form   │      │ Program Design       │      │ Provost submits      │
│                      │      │ to Provost           │      │ Institute. Includes  │      │ letter of inquiry to │
│                      │      │                      │      │ consult with Finance │      │ ODHE                 │
│                      │      │                      │      │ and Administration.  │      │                      │
└──────────────────────┘      └──────────────────────┘      └──────────────────────┘      └──────────────────────┘
                                                                                                     ↓
┌──────────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐
│                      │      │ University Faculty   │      │ Provost reviews,     │      │ Department and       │
│ Provost reviews      │  ←   │ governance           │  ←   │ meets with dean,     │  ←   │ college faculty      │
│                      │      │ Program Committee    │      │ others. Reviews and  │      │ governance:          │
│                      │      │ signature; Senate    │      │ sends to Academic    │      │ DPC, CHAIR, College  │
│                      │      │ President signature  │      │ Finance and Finance  │      │ Curriculum, Council, │
│                      │      │                      │      │ for Financial Impact │      │ Dean signatures      │
│                      │      │                      │      │ statement.           │      │                      │
└──────────────────────┘      └──────────────────────┘      └──────────────────────┘      └──────────────────────┘
        ↓
┌──────────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐      ┌──────────────────────┐
│ Sends to President   │      │                      │      │ Provost sends full   │      │ If ODHE approves,    │
│ for approval         │  →   │ Board of Trustees    │  →   │ proposal and         │  →   │ the proposal moves   │
│                      │      │                      │      │ financial impact     │      │ to the Provost for   │
│                      │      │                      │      │ statement to ODHE    │      │ signature. If not,   │
│                      │      │                      │      │                      │      │ revision begins.     │
└──────────────────────┘      └──────────────────────┘      └──────────────────────┘      └──────────────────────┘
                                                                                                     ↓
                              ┌──────────────────────┐      ┌──────────────────────┐
                              │ Registrar adds to    │      │                      │
                              │ Banner; IR is        │  ←   │ Provost Signature    │
                              │ notified. Program    │      │                      │
                              │ Launch               │      │                      │
                              └──────────────────────┘      └──────────────────────┘
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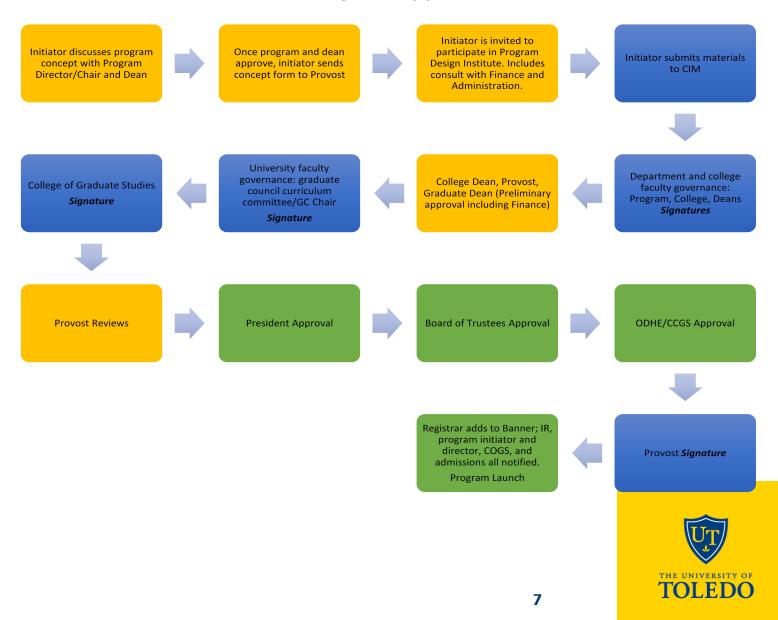
Processes outside of CIM with no signature
Processes in CIM that generate electronic signatures.
Processes outside of CIM that generate authorizing signatures

October, 2019

New Graduate Program Approval Flowchart

Initiator discusses program concept with Program Director/Chair and Dean

→

Once program and dean approve, initiator sends concept form to Provost

→

Initiator is invited to participate in Program Design Institute. Includes consult with Finance and Administration.

→

Initiator submits materials to CIM

↓

College of Graduate Studies *Signature*

←

University faculty governance: graduate council curriculum committee/GC Chair *Signature*

←

College Dean, Provost, Graduate Dean (Preliminary approval including Finance)

←

Department and college faculty governance: Program, College, Deans *Signatures*

↓

Provost Reviews

→

President Approval

→

Board of Trustees Approval

→

ODHE/CCGS Approval

↓

Registrar adds to Banner; IR, program initiator and director, COGS, and admissions all notified.

Program Launch

←

Provost *Signature*

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Program Design Institute

The Program Design Institute is invitational and is but one step in the broader Program Development Process.

The purpose of the Program Design Institute is to provide faculty groups with the resources to create student learning outcomes at the program and course level that align with Institutional Learning Outcomes, strategies for assessing them, and usable curriculum maps.

Program Design Institute

1. Define program learning outcomes an differentiate them from similar programs

2. Align those with ISLOs

3. Map courses to learning outcomes

4. Identify assessments

Program Design Institute

5. Meet with Finance and Administration to discuss financial viability, and begin paperwork for submission for new degree program

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Enter new program in to CIM

CIM Training
Learn how to build course lists & plans of study

http://www.utoledo.edu/offices/provost/cim-training.html

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