



# CAMPUS ACADEMIC PROGRAM PHASES OF DEVELOPMENT

1: INTENT to DEVELOP	2: PROPOSAL DEVELOPMENT	3: CAMPUS APPROVAL
<i>Suggested Timeframe*</i> : 1-4 weeks	<i>Suggested Timeframe*</i> : 4-8 weeks	<i>Suggested Timeframe*</i> : 1-4 weeks
<ol style="list-style-type: none"> <li>1) <b>FACULTY</b> identifies the problem or need.</li> <li>2) Present the idea to the <b>DEAN/CHAIR</b>.</li> <li>3) <b>DEAN/CHAIR</b> will assess based on:               <ol style="list-style-type: none"> <li>a. <b>Enrollment</b> (Initial enrollment levels and long-term source(s) of students. (Recruitment; existing programs, minors, etc.)</li> <li>b. <b>Faculty and instruction</b> (Curriculum; course development; faculty needs and long-term hires)</li> <li>c. <b>Budget and Resources</b> (Funding, space, and equipment needs for start-up as well as long-term)</li> <li>d. <b>Type of delivery</b> (classroom, online, hybrid, collaborative)</li> <li>e. <b>Availability on other campuses</b> (Consult <a href="#">Academic Program Inventory</a> for existing programs)</li> </ol> </li> <li>4) If DEAN/Chair approves idea, present to <b>CAMPUS LEADERSHIP</b> (EVCAA) for approval to develop proposal.</li> <li>5) <b>Move on to Phase 2</b> for proposal development.</li> </ol>	<ol style="list-style-type: none"> <li>1) Retrieve current <a href="#">ICHE proposal form</a>.</li> <li>2) To complete proposal, refer to:               <ul style="list-style-type: none"> <li>• <a href="#">Table of Required Documentation</a></li> <li>• <a href="#">Matrix for Academic Program Approvals</a></li> <li>• <a href="#">UAA website</a></li> </ul> </li> <li>3) Compile answers to items below to use in completing proposal:               <ol style="list-style-type: none"> <li>a. How does the proposed program support the <b>MISSION</b> of the campus?</li> <li>b. How will the program <b>BENEFIT</b> students, the campus, and IU?</li> <li>c. What is the <b>APPROPRIATE CREDENTIAL LEVEL</b> needed to meet need? Refer to <a href="#">MATRIX</a> for types and necessary approvals.</li> <li>d. What is the optimal <b>MODE OF DELIVERY</b>?</li> <li>e. What <b>RESOURCES</b> are needed to begin and sustain the program?</li> <li>f. Are appropriate <b>APPROVALS &amp; SUPPORTS</b> provided?</li> <li>g. Are all <b>REQUIRED DOCUMENTS</b> included? Refer to <a href="#">Table of Required Documentation</a> for requirements as needed (Enrollment, Budget &amp; Revenue, CIP Code, Market Analysis, Articulations, and Financial Aid.)</li> </ol> </li> <li>4) Submit to Dean/Chair for vetting and to begin route to faculty/campus approvals.</li> <li>5) Keep EVCAA apprised of all steps and give completed version for routing.</li> </ol>	<ol style="list-style-type: none"> <li>1) <b>Completion of all campus approvals and processes.</b> <ol style="list-style-type: none"> <li>a. Faculty/campus approvals (Curriculum Committee(s), etc.)</li> <li>b. Contingent Approvals (Online, International, Grad School)</li> </ol> </li> <li>2) EVCAA evaluates proposal for <b>completion of all required approvals and documentation.</b> <ol style="list-style-type: none"> <li>a. Refer to <a href="#">MATRIX</a> and <a href="#">Table of Required Documentation</a> for the type of program or credential being proposed.</li> </ol> </li> <li>3) <b>EVCAA Approval.</b> <ol style="list-style-type: none"> <li>a. Complete Checklist</li> <li>b. Complete Cover Sheet (Adobe Signature document)</li> <li>c. Upload to <a href="#">APPEAR</a></li> </ol> </li> </ol> <div style="background-color: #d3d3d3; text-align: center; padding: 5px;"><b>FINAL APPROVALS</b> [UAA Facilitated]</div> <p style="text-align: center;">Keep track of routing and approvals at: <a href="#">APPEAR Programs in Process</a></p> <p>University Approvals:</p> <ol style="list-style-type: none"> <li>a. Academic Leadership Council (w/ALC Technical Committee)</li> <li>b. IU Board of Trustees (Approval &amp; President’s Signature)</li> </ol> <p>External Approvals:</p> <ol style="list-style-type: none"> <li>c. Indiana Commission for Higher Education (AA&amp;Q, Commission meeting)</li> <li>d. Higher Learning Commission</li> <li>e. Program Accreditor (if applicable)</li> </ol> <p><b>Official Notice of Approval necessary for program implementation.</b></p>