Development Process: Micro-Certificate

Program Analytics Request Form (Optional)
- Initiator submits a request for a new micro-credential certificate via Program Analytics Request Form
- The process focuses on: gathering admin information needed for the micro-credential certificate form, screening for CIP codes, existing curriculum, and target occupations
- Analytics Team uses the administrative and screening information from the Program Analytics Request Form to:
  - Pre-populate the micro-credential certificate form and define necessary sections[2]
  - Create a unique Data/Program Analysis Summary to support the demand of the certificate/minor

Deliverables
- Analytics Team provides the pre-populated curriculum proposal form and Data/Program Analysis Summary to initiator who completes the form as indicated
- A debrief meeting on the data is offered (but not mandatory). Meeting is coordinated by Program Developement, if applicable
- Program Developement provides support as needed until the micro-credential certificate form is complete

Review and Approvals
- A new micro-credential certificate requires the following review and approval signatures:
  - Initator, Department Chair, Department Currciulum Committee Chair, and College Curriculum Committee Chair.
- Submission to the T-Drive Curriculum folder by the UCC Associate Dean Representative
- Program Development completes review/signature

Implementation
- Approved Micro-Credential Certificate is added to the published catalog the month follwing T-Drive Curriuclum folder submission (Example: Submited September = Added to Catalog October)

[1] The pre-populated micro-credential certificate form and data summary are delivered in about 3 business days after the Analysis Request is submitted. Depending on Analytics Team workload, the deliverables could be finished as quickly as same business day or as long as 5 business days.

[2] If a Data/Program Analysis Summary is requested from Program Analytics, the Faculty/Initiator is responsible for sections I, II, and III only in the micro-credential certificate proposal, and Program Analytics team is responsible for Administrative Information as well as any applicable directional comments. If a Data/Program Analysis Summary **is not** requested, the Faculty/Initiator **is response** for **all sections** of the proposal.