Development Process: New Certificate or Minor

Program Analytics Request Form

- Initiator submits a request for a new minor or certificate via Program Analytics Request Form
- The process focuses on: gathering admin information needed for the minor or certificate proposal form, screening for CIP codes, existing curriculum, and target occupations

Curr Form and Data Summary[1]

- Analysis Team uses the administrative and screening information from the Program Analytics Request Form to:
  - Pre-populate the minor or certificate proposal form and define necessary sections[2]
  - Create a unique Data/Program Analysis Summary to support the demand of the certificate/minor

Deliverables

- Analysis 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 Development, if applicable
- Program Development provides support as needed until curriculum form is complete

Review and Approvals

- If there is already a companion minor program to a proposed certificate, or vice versa, then the program is exempt from University Curriuclum Committee (UCC) review .
- **New minors**, regardless of UCC exemption, require Academic Affairs Counsel (AAC)/Provost notification and are added to the catalog the month following the curriculum entry point submission (Ex: Submitted Sept. 1st = Catalog addition = Oct.)
- New Certificates, regardless of UCC exemption, require AAC /Provost and Board of Regents (BOR) approval and are added to the catalog as of the next academic term following the BOR meeting.

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[1] The pre-populated curriculum proposal 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] Faculty/Initiators are responsible for sections I, II, and III as well as Department Chair, Department/College Curriculum Committee Chairs, and Academic Dean review/approval signatures in the curriculum proposal form. The Program Analytics team is responsible for "Administrative Information," excluding field #6 on the Certificate proposal, as well as any applicable directional comments.