Academic Planning and Program Development
January 2024

New Minor/Certificate Development Timeline

Request
- Request Form recieved by Program Analytics team and development begins

Program Analytics Report and Orientation
- Program Analytics Report[1] is delivered
- APPD[2] team offers an optional data/proposal debrief to stakeholders to discuss the proposal form and process

Department/College Curricuum Committee
- Proposal is reviewed/approved by Department/College Curriculum Committees.

Proposal UCC Submission/Review
- Proposal is uploaded to the T-Drive Curriculum folder by the Associate Dean (UCC Rep.) or Dean (Month 1st)
- UCC[2] reviews proposal; requests revisions, if applicable; and makes recommendation.

Final Notification or Review/Approval

Minor
- AAC[2] & Provost: Notification (4 Times per Year)[3]

Certificate
- AAC[2] & Provost: Review/Approval (4 Times per Year)[3]
- Board of Regents (BOR[2]) Review/Approval (4 Times Per Year)[4]

Catalog Implementation
- **Minor:** Month following UCC approval, applied to Catalog
- **Certificate:** Upon BOR[2] approval, applied to Catalog

| 0 | Month 1 | Month 2-3 | Month 3-4 | Month 6-8 | Certificate: Month 9-10 Minor: Month 5 |

Average Timeline in Months – Depending on team schedules and number of reviews/drafts)

[1] Program Analytics data (Program Analytics Reports) **expire** one year from delivery. If the new minor/certificate development process takes longer than one year, a new Program Analytics Report must be completed.

[2]**APPD:** Academic Planning and Program Development; **UCC:** University Curriculum Committee; **AAC:** Academic Affairs Council; **BOR:** Board of Regents

[3]**AAC** meets quarterly: August, December, March, and June.

[4]**BOR** meets quarterly: November, February, May, and August.