DIN: **3065-2-01**

Name of Process: New Program Proposal Process

Purpose
To propose new academic programs for development.

Scope
All new programs to be proposed for potential development need to go through this process.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
New program	Any program for which the college does not currently have a program. If a related program exists, changes might be a redesign rather than a new program.
Mission/vision	This refers to the college's official mission and vision. Please see the college website at www.ntcmn.edu
MnSCU Academic Program Review and Approval Unit	The Minnesota State Colleges and Universities unit that processes all new program applications and monitors compliance with MnSCU program review policy.
Program Intent	First filing of notice of intent to propose new program. Intents are posted on the MnSCU web site for 20 days. Responses received are to be considered by MnSCU and the applying college with regard to whether to move forward an prepare a full New Program Application.
New Program Application	A MnSCU form/process that more fully outlines the aspects of the new program being proposed. These may be submitted only after the 20 days have expired for the Program Intent. The college has 60 days from that point to file a New Program Application. Sections include: Section 1: Description of the proposed program Section II: Documented need for the program Section III: Budget and financial information Section IV Program Curriculum Section V: Approval verification Section VI: Appendices/Supporting Documentation

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Document Number: 3065-2-01 Rev. 3-2010 Page 1 of 4	Level # 2
Title: New Program Proposal Process	Implementation Date: 4-20-04

Process

The table below describes responsibilities for this process:

Stage	Who	Description	
1	Anyone in the college and/or community	Completes New Program Initial Proposal form and submits it to the Dean of Academic Affairs, who will bring the proposal to the Academic Team.	
2.	Dean of AA	Brings proposal to Academic Team	
3	Academic Team	Academic Team screens program ideas for potential viability for consideration. Determines which to go forward with. Screens would be: does it meet our mission/vision?, employment trends, entry level salaries, demographics, targeted region, how does it fit with our other offerings (is there potential for shared courses and/or equipment), cost to implement (is it viable), articulation agreement potential, facility impact (can we find room?), potential for online or accelerated delivery and evening/weekend. Programs that the Academic Team determines have the most viability for immediate development are sent to the AASC and go to Stage 4. Proposals may be approved for later development. Program proposals that do not will be returned to originator with rationale.	
4	Academic Affairs and Standards Council	Reviews proposal forwarded from Academic Team. The Academic Affairs and Standards Council may request more information from the dean before acting. If approved, forwards to Dean of Academic Affairs for filling of New Program Intent. If not approved, returns proposal to originator with rationale.	
5	Dean of AA	Completes New Program Intent form. Sends to Provost for review, along with notification of AASC action.	
6.	Provost	Communicates proposal to President for approval. Forwards approved proposal to Academic Affairs Administrative Assistant for processing. If not approved, sends the proposal back to originator with rationale.	
		IF President approves, signs New Program Intent form. Provost sends it to Academic Affairs assistant for submission to MnSCU.	If President does not approve, returns New Program Intent to Academic Dean along with rationale for the decision.
7	Academic Affairs Assistant	Submits approved Program Intent to MnSCU for 21 day posted review. Receives and communicates any responses to Dean for consideration and response.	
8	Provost	Receives notification from MnSCU as result of posting. Notifies Dean of Academic Affairs of MnSCU action. If disapproved,	
		If approved, notifies Dean to begin development of New Program Application. (continue with stage 9)	If not approved, notifies originator and AASC chair, providing information on MnSCU's rationale.

9	Dean of AA	If program intent was approved by MnSCU, initiates preparation of full New Program Application, seeking information and data as needed, in accordance with 3065-3-01 Completing New Program Application procedure.	
10	Dean of AA	Upon completing the New Program Application, brings application to President for President's signature.	
		If President signs application; Dean gives to Academic Affairs administrative assistant for submission to MnSCU.	If not approved, Dean returns the application to AASC Chair, along with President's rationale.
11	Academic Affairs Admin Assistant	Submits the New Program Application to MnSCU Program Review Department.	
12	President	Receives notification from MnSCU regarding approval or disapproval. Notifies Dean of Academic Affairs and Chair of Academic Affairs and Standards Council of MnSCU action.	
		If approved, Dean begins process of New Program Development (3065-2-02) and initiates the Procedure of Completing HLC Change Request to Add New Certificate/Diploma Program (3065-3-02), if the 50% or more of the content for the new program is not a subset of an existing approved program or of an associate's degree program and IS Title IV eligible. (See HLC publication Information for Institutions Regarding Approval for Certificate Programs for more information.)	If not approved, Dean informs AASC Chair, along with MnSCU's rationale.

Supporting references
Listed below are college documents that support this process:
3065-1-02 New Program Development
3065-2-02 New Program Development Process
3065-4-01 New Program Initial Proposal Form
3065-3-02 Completing HLC Change Request to All New Certificate/Dipoloma Program
MnSCU New Program Intent form
MnSCU New Program Application form

Compliance references
MnSCU policy 3.14 Academic Program Approval

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Document Number: 3065-2-01	Rev. 3-2010	Page 3 of 4	Level # 2
Title: New Program Proposal Process			Implementation Date: 4-20-04

HLC Policy and Process for requesting approval for new Title IV eligible certificate/diploma programs that are not subsets of an existing approved program or of an associate's degree program. See Information for Institutions Regarding Approval of Certificate Programs.