

DIN: 3065-2-02
Name of Process: New Program Development Process

Purpose

The purpose of this process is to ensure that new program proposals are developed in a consistent, efficient and thorough manner within a timeframe that allows sufficient time to advertise the program to attract new learners and to ensure that all impacted individuals/service units are informed of and involved in the preparations necessary for the delivery of the new program in a timely, effective manner. This process begins after approval of a New Program Application, as well as approval by the Higher Learning Commission if required, has been received by the Dean of Academic Affairs.

Scope

This process applies to the development of all new programs that have been approved by the MnSCU Academic Program Review and Approval Unit and by the Higher Learning Commission, if required.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
New Program Application	MnSCU form used to apply for new programs. Submitted to and approved (or not) by Academic Program Review and Approval Unit and by the Higher Learner Commission, if required.

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	Dean	Notifies admissions, counselors, bookstore, business office, external affairs, financial aid, and registrar that new program application has been approved by MnSCU and by HLC, if required; notifies of start date and date at which admissions can start admitting new learners, recognizing that this date should be far enough in advance of the program start date to allow time for advertising the program to attract new learners. Notifies IT that program information will need to be posted as soon as it is available.
2	Academic Affairs Admin Assistant	Adds program to curriculum database with appropriate start date. Coordinates with Enrollment Services and IT personnel (see 2a) who will ensure that all related changes are made to prospect data base, prospect letters, financial aid data base, website.
2.a.	Enrollment Services and IT personnel	Incorporate the new program into databases, handouts, website, other materials. Complete any processes related to unit function/service in time for program implementation on date specified by Dean. Seek assistance from Dean's office as needed to get these processes completed. Communicate new information, processes, or materials to counselor, program advisor(s), External Affairs for inclusion in advertising material, advising/counseling information and processes.

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Concurrently with 2 above	Dean	Hire faculty to write curriculum, including program outcomes; develop program plan; determine equipment, supplies needs and to teach the courses. Locate space for new program.	
		IF new program is related to an existing program	If new program is unrelated to any existing programs.
		THEN Dean may choose to reassign current faculty as part of existing position.	THEN Dean will post and hire qualified individual as faculty for the new program.
3.	Faculty	Write program outcomes, course syllabi, determine program assessments, program plan; determine and order equipment and supplies.	
4	Academic Admin Asst	Provide curriculum and other program information to Enrollment Services personnel, IT staff, counselor, program advisor(s).	
6	Counselors /Advisors	Read all information provided by dean, new faculty, and enrollment personnel related to new program in order to provide appropriate information/advising to new learners.	
Concurrently with 6	Director of External Affairs	Include new program information in marketing materials, including catalog, handbook and program sheets. Work with IT staff in development of program web information. Advertise new program.	
Concurrently with 6	IT staff	Include new program information on web site, noting start date. Secure needed information from Dean's office and/or Enrollment Services personnel.	
7.	Dean	Schedule courses and faculty in the semester in which the program is slated to begin. Ensure that space, faculty, facility and equipment needs have been met.	

Supporting references

Listed below are college documents that support this process:

- 3065-1-01 New Program Development (policy)
- 3065-2-01 New Program Proposal (process)
- 3065-3-01 Completing a New Program Application (procedure)

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