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**Curriculum Workflow for Program Proposals**

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| **Important Caveats** | * A program must be fully approved, both internally at UVU and beyond with the UBHE and NWCCU, prior to any marketing, recruitment, or implementation activities. * Delays or issues encountered in any workflow step may cause a later implementation date for a program, if approved. * Curriculum items saved in a repository maintained by the Curriculum Office shall be retained according to standard operating procedures established by Academic Programs, Assessment, and Accreditation. |
| **Acronyms** | * CIM: Curriculum Inventory Management * NWCCU: Northwest Commission on Colleges and Universities * Office of AAA: Office of Accreditation and Academic Assessment * UBHE: Utah Board of Higher Education * UCC: University Curriculum Committee * USHE: Utah System of Higher Education * UVU: Utah Valley University |

This document outlines key persons, goals, and required action items for each phase of the curriculum workflow for program proposals. Phase 1 occurs outside the university designated curriculum software, CourseLeaf CIM. Phase 2 takes place within CourseLeaf CIM. During Phase 2, the steps align with curriculum approval workflow implemented in CourseLeaf CIM.

For further details and policies, please refer to the Curriculum Procedures and associated governing policies accessible via the Curriculum Office’s website: <https://www.uvu.edu/curriculumoffice/>

**Phase 1**

*This phase of curriculum workflow takes place outside of CourseLeaf CIM.*

**Program Planning**

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| **Key Persons** | Proposing faculty member (must be a full-time, benefits-eligible employee who is classified as faculty and affiliated with a school/college) |
| **Goals** | Identify the need to: (a) develop a new academic program, (b) make substantive changes to an existing program, or (c) discontinue an existing program. |
| **Required Action Items** | ***Proposals for Program Discontinuance***   * Hold preliminary discussions with faculty colleagues within the academic program/department and beyond to develop a strong written justification for the program proposal. * Discuss all program considerations with the academic program coordinator/director, department chair, support staff members, and the advising director to determine advisement needs. * Develop plan to address considerations delineated in USHE Policy R401.   ***Proposals for New Programs or Substantive Changes to Existing Programs***   * Hold preliminary discussions with faculty colleagues within the academic program/department and beyond to develop a strong written justification for the program proposal. * Discuss all program considerations with the academic program coordinator/director, department chair, support staff members, and the advising director to determine advisement needs. * Consult with the Office of AAA about program feasibility. The Office of AAA will provide appropriate data, walkthrough, and interpretation. * Refer to the university’s catalog and CourseLeaf CIM to identify areas of possible overlap, as well as academic program offerings at surrounding technical colleges and other USHE institutions. In cases where possible overlap has been identified, the proposing faculty member holds and documents subsequent discussions with respective faculty to resolve concerns. * Consult with the director of the Fulton Library to identify additional resources needed to support the curriculum. A minimum of two weeks may be needed to gather needed information and bids from external sources. * Develop all the following minimum requirements:   + Program overview that includes a strong rationale for its need.   + Program listing and degree map (also called graduation plan or plan of study grid) developed in collaboration with academic advisor(s).   + Program assessment plan.   + Program feasibility report from the Office of AAA.   + Program financial plan developed in collaboration with finance point of contact for the school/college and/or Budget Office.   + Program strategic enrollment management plan. |

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**School/College Prioritization**

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| **Key Persons** | * Proposing faculty member * Associate dean(s) and dean of the respective school/college |
| **Goals** | Screen and prioritize program proposal following the respective school/college process for inclusion on the Horizon Document. |
| **Required Action Items** | * Follow respective school/college process for academic program screening. * If program proposal is prioritized, proposing faculty member:  1. Works with the school/college dean’s office to add the program to the Horizon Document. 2. Contacts the Curriculum Office for the appropriate R401 document. 3. Uses information from Step 1 to complete the R401 document. 4. Reviews and finalizes R401 document with school/college faculty representatives and other appropriate school/college stakeholders (e.g., department chair, department chair of associated programs). |

**Phase 2**

*This phase of curriculum workflow takes place within CourseLeaf CIM.*

**Enter and Submit Program Proposal Form**

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| **Key Persons** | Proposing faculty member |
| **Goals** | Enter and submit the program proposal in CourseLeaf CIM. |
| **Required Action Items** | * Enter all required information into the program proposal form in CourseLeaf CIM. * Attach both the completed R401 document and additional documents containing required information below not readily in the R401 template to the program proposal form in CourseLeaf CIM:   + Program assessment plan.   + Program feasibility report from the Office of AAA.   + Program financial plan developed in collaboration with finance point of contact for the school/college and/or Budget Office.   + Program strategic enrollment management plan.   + [*Proposal for Program Discontinuance Only*] A teach-out plan will be required. A teach-out plan is a written plan that (1) specifies how students will be enrolled at other institutions of higher education; or (2) delineates course offerings for a maximum of two years after discontinuing the program or until there are no other admitted students who are entitled to complete the program, whichever comes first. * Submit the program proposal and all associated courses (proposing faculty member is herein referred to as the submitter). |
| **Important Note**: All course proposals associated with a program proposal must be submitted concurrently in CourseLeaf CIM for review and approval. From this point forward, these associated items are reviewed and approved together as a bundle. | |

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**Step 1: Curriculum Impact and Issues Review**

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| **Key Persons** | Curriculum Office staff |
| **Goals** | Review program proposal to identify curriculum impacts and issues. |
| **Required Action Items** | * Once the program proposal form has been submitted with all required attachments, Curriculum Office staff conduct a comprehensive review to identify impacts and issues on existing and new curriculum. * Curriculum Office staff work directly with the submitter to resolve curriculum impact and issues. * If curriculum impact and issues are not resolved within 30 days, Curriculum Office staff roll back the curriculum proposal(s) to the submitter. The submitter must address identified curriculum impact and issues and resubmit the curriculum proposal(s). * When curriculum impact and issues are resolved, the program proposal moves to the next workflow step. |

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**Step 2: Department Peer Review and Vote**

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| **Key Persons** | Faculty members in the submitter’s academic department (must be full-time, benefits-eligible employees who are classified as faculty) |
| **Goals** | Review the program proposal at the department level and vote in CourseLeaf CIM. |
| **Required Action Items** | * Department faculty members conduct a review of the program proposal. * Department faculty members submit an individual vote of “yes” or “no” in CourseLeaf CIM. * 67% affirmative votes cast from the department faculty voting list maintained in CourseLeaf CIM are needed for the program proposal to automatically move forward to the next workflow step. * Department faculty members may add feedback as appropriate in the comments section on the program proposal form. |

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**Step 3: Intercollegiate View and School/College Curriculum Committee Review**

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| **Key Persons** | * Reviewers from school/college curriculum committees * Curriculum Office staff * Associate dean(s) * Others with view access in CourseLeaf CIM |
| **Goal** | Review the program proposal at the school/college level during the first 15 days of the month, excluding June and July. |
| **Required Action Items** | * Conduct a review of the program proposal. * Ensure the program proposal meets the guidelines and requirements delineated in the University Curriculum Procedures. * Use a cross-institutional perspective to identify areas of possible overlap. * Provide feedback as appropriate in the comments section on the program proposal form. * The Curriculum Office staff moves the program proposal to the next workflow step at the conclusion of the 15-day cycle. |

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**Step 4: Submitter Reviews and Addresses Feedback**

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| **Key Persons** | Submitter (i.e., proposing faculty member) |
| **Goals** | Review and address feedback for the program proposal. |
| **Required Action Items** | * Evaluates feedback provided in the comment section on the program proposal form. * Enters changes directly in the program proposal form. * Must add a reviewer comment to indicate what changes they have made or provide rationale for changes not made. * When proposal is ready, click “approve” in CourseLeaf CIM. |
| **Important Note**: Specific changes made by the submitter may necessitate updates to the R401 document. | |

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**Step 5: School/College Dean Review**

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| **Key Persons** | School/college dean |
| **Goals** | Review the program proposal submitted from their respective school/college. |
| **Required Action Items** | * Conducts a review of the program proposal. * Either:   (1) clicks “approve” in CourseLeaf CIM, or  (2) provides feedback in the comments section on the program proposal form and rolls it back to the submitter. |
| **Important Note**: If it is decided not to resubmit the rolled-back program proposal, the Curriculum Office must be contacted within 30 days. A PDF of the program proposal will be saved in a repository maintained by the Curriculum Office, and the program proposal will be removed from CourseLeaf CIM. | |

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**Step 6: Compliance Review**

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| **Key Persons** | * Academic Planning and Effectiveness * Office of AAA * UVU Online (if applicable) * Graduate Council (if applicable) |
| **Goals** | Review the program proposal to assure accuracy with the program financial plan and ensure that the program proposal complies with applicable regulations, policies, and guidelines. |
| **Required Action Items** | * Conduct a review of the program proposal and attached documents. * Add feedback where needed in the comments section on the program proposal form. * When proposal is ready, click “approve” in CourseLeaf CIM. |
| **Important Note:** All graduate proposals must be reviewed and approved by the Graduate Council as an additional workflow step following Compliance Review. | |

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**Step 7: Quality Assurance Review**

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| **Key Persons** | * Curriculum Quality Assurance Group (UCC QA groups) * Submitters (i.e., proposing faculty member) |
| **Goals** | Review the program proposal for accuracy, adherence to UVU policy and curriculum procedures, and technical soundness. |
| **Required Action Items** | * Reviewers hold a meeting to conduct a technical review of the program proposal and provide feedback. * Where concerns were previously identified, the Submitters shall attend the meeting. * For outstanding concerns following the meeting, the Curriculum Office staff may: * Complete minor edits per submitter and committee approval. * Provide feedback in the comments section on the program proposal form and roll it back to the submitter. * When proposal is ready, Curriculum Office staff click “approve” in CourseLeaf CIM. |
| **Important Note**: Submitters not able to attend the meeting shall delegate to a colleague. | |

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**Step 8: UCC Review and Vote**

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| **Key Persons** | UCC members |
| **Goals** | Conduct final internal review of the program proposal. |
| **Required Action Items** | * Complete a comprehensive review of the program proposal. * Ensure that the program proposal meets the guidelines and requirements delineated in the University Curriculum Procedures. * Use a cross-institutional perspective to identify areas of possible overlap. * UCC either approves or denies the program proposal. |
| **Important Notes**:   * Program proposals that have associated course proposals must be fully approved as a bundle before final processing. * Denied program proposals and all associated course proposals will be saved as PDF documents in a repository maintained by the Curriculum Office, and the program proposal will be removed from CourseLeaf CIM. * Proposals for new programs and substantive changes to existing programs have additional approval steps. | |

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**Additional Approval Steps for New Program Proposals, Program Discontinuance, and Substantive Changes to Existing Programs**

***New Program Proposals***

* Academic Affairs Council
  + Senior Associate Provost for Academic Programs, Assessment, and Accreditation presents program proposal to Academic Affairs Council for approval.
* Utah System of Higher Education
  + The full R401 document for new associate, bachelor’s, or master’s degrees are posted in a web portal for all USHE institutions to review and comment over a 30-day period.
  + Master's degrees require a higher level of scrutiny for approval than associate and bachelor's degrees, as state code only authorizes regional universities to provide "select master's degrees to meet regional demand" (see 6.3.1.1 in USHE Policy R312). The Commissioner's Office has defined regional demand as a combination sufficient labor market demand to justify offering the program within the institution's service region, even if other programs exist in the state (see 3.12.1); or modalities that promote program affordability and student access and completion, such as face-to-face and hybrid instruction aimed at local demand (see 3.12.2). This protocol means that all master's programs will have a labor market analysis done by the chief economist in the Commissioner’s Office before the proposal is posted in the web portal for USHE institutions to review.
  + Submitter shall attend a scheduled Chief Academic Officer meeting to respond to questions from the academic affairs staff in the Commissioner’s Office and academic executives from USHE institutions.
* Academic Affairs sub-Board of Trustees
  + Senior Associate Provost for Academic Programs, Assessment, and Accreditation presents program proposal to Academic Affairs sub-Board of Trustees for approval.
* UVU Board of Trustees
  + Senior Associate Provost for Academic Programs, Assessment, and Accreditation or Provost and Senior Vice President for Academic Affairs presents program proposal to UVU Board of Trustees for approval.
* NWCCU
  + Director of the Office of AAA notifies NWCCU for approval.

***Proposals for Program Discontinuance and Substantive Changes to an Existing Program***

* Academic Affairs sub-Board of Trustees
  + Senior Associate Provost for Academic Programs, Assessment, and Accreditation presents program proposal to Academic Affairs sub-Board of Trustees for approval.
* UVU Board of Trustees
  + Senior Associate Provost for Academic Programs, Assessment, and Accreditation or Provost and Senior Vice President for Academic Affairs presents program proposal to UVU Board of Trustees for approval.
* NWCCU
  + Director of the Office of AAA notifies NWCCU for approval.

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**Final Processing**

Back-end logistics and final processing actions are performed in university designated software systems within the Academic Affairs, Digital Transformation, and Student Affairs Divisions.