

NEW PROGRAM PROPOSAL

Program Name: _____

Projected Implementation Date: _____

Department POC: _____

Below are the tasks that must be completed in sequence for your proposal to be processed. Submit this form with the proposed curriculum changes to Instructional Program Support Services. This form should be completed a minimum of 15 months (could take up to 18 months) in advance of proposed implementation date.

Refer to the Instructions sheet for a more detail explanation as to requirements for each

* Needed if Career Technical program (not need if academic program)

	Departmental Task Before CRC Meeting	Date Completed	Comments
1.	Compose the program overview and program objectives		
2.	Identify the CIP code		
3.	* Form Advisory Committee		
4.	* Create Needs Assessment		
5.	Create Program Description/Degree Plan/Assessment Measures		
6.	Complete and Submit Curriculum Revision Addition Approval Form		
	Departmental Task After CRC Meeting		
7.	* Submit: Advisory minutes/Needs Assessment		
8.	Finalize and Submit: Program Name/Description/Degree Plan/Assessment		
9.	Complete Funding Chart/Budget		
10.	Existing Programs Questions		
11.	Enrollment Management Plan		
12.	Present to Board of Trustees		
Approval Process			
	Board of Trustees		
	Higher Educational Regional Council		
	Texas Workforce Commission		
	Texas Higher Education Coordinating Board		
	SACSCOC		