### New Postsecondary Educational Program/Center/Institute Proposal Process

\* New postsecondary educational program as defined by BOR Policy 303.1-Academic Program Proposals

### Academic Program Planning

1. Campus submits academic program plans for the next three year cycle and a oneparagraph description of the program to the Flagship Provost by May 1.\* Affiliate campus CEO submits to Flagship Provost.

2. Flagship Provost shares plans with respective Flagship President. Flagship Provost or Community College (CC) CAO shares plans with Deputy Commissioner (DC) for review by May 15.

3. DC shares plans with system CAOs for discussion at May CAO meeting.

4. Commissioner convenes a meeting with Flagship Presidents and Provosts and DC to review plans in early to midsummer.

5. Final academic program plans posted to MUS website by July 31 each year.

\*Under extenuating circumstances, the Commissioner may approve the addition or revision of a program to the plan outside of the normal approval schedule.

## Intent to Plan

1. Intent to Plan (IP) document completed by campus for proposed new program. The program must reside on the academic program planning list.

2. IP submitted to Flagship Provost with appropriate signatures. Affiliate campuses include campus CAO and CEO signature.

3. IP submitted to DC by Flagship Provost or CC CAO with all appropriate signatures on a rolling basis.

4. DC shares IP with CAOs, Commissioner and Flagship Presidents.

5. IP discussed at the next CAO call according to the IP/Level I approval schedule.

6. If major issues surface during CAO meeting, DC will become involved.

7. With no issues, the campus will continue with the development process. Campuses will be given up to 18 months for proposal development. The IP will be posted to a public website and shared with the BOR at the next meeting of the Board.

#### **Board Approval**

1. Full Level II proposal received by OCHE via the Board item submission process after proposal has received campus or Board of Trustee approval.

2. Proposal reviewed by the Commissioner or his designee.

3. Proposal shared with CAOs via Level II memorandum and discussed on BOR CAO call.

4. CAOs have until the Friday following the CAO call to submit final comments. If major issues surface, DC will become involved. With no issues, the proposal will move forward on the ARSA agenda at the next BOR meeting.

5. Proposal reviewed on the BOR ARSA Committee call. With approval of the committee, the item will be moved to the Board agenda for action.

6. Board action on the item.

# CAMPUS MISSION

\* Any mention of submission to or review by Flagship Provost or President does not apply to the Community Colleges. All review prior to submission will take place by the Board of Trustees and materials will be submitted directly to OCHE.