MONTHS BEFORE OFFICIAL LAUNCH OF PROGRAM

PROCESS FOR DEVELOPMENT OF NEW PROGRAMS
COLLEGE OF ARTS AND SCIENCES
UNIVERSITY OF SAN FRANCISCO

24 BEFORE LAUNCH

- Idea either from Dean or Faculty Member
- Conversation between Dean/ADs and Faculty Member about idea
- Begin consultation with all potentially impacted departments + programs
- Associate Dean for Academic Operations (ADAO) presents idea to Provost (through NCAP) to let him/her know about the idea

18 to 24 BEFORE LAUNCH

- ***Academic Preparation***
- Faculty Member(s) start developing curriculum, program and course learning outcomes, curricular map
- Faculty Member constructs an advisory board
- Faculty Member(s) maps out faculty teaching schedule for first 5 years

Budget and Operational needs

- ADAO and Faculty Member(s) outline program needs for space, equipment, Staff and faculty
- ADAO presents these needs to CIPE for revision and approval, and then to Provost's Office for review and approval (through NCAP)
- Market Research is conducted (Who are the competitors? What is the job market for people with this degree? What demand is there for this degree?)
- Establish enrollment targets for the first couple years

12 to 18 BEFORE LAUNCH

- Faculty Member(s) obtain Department and/or Advisory Board approval for program and all new courses
- Faculty Member(s) works with Associate Dean for Academic Effectiveness (ADAE) and Area AD to submit program proposal and all new course proposals to the CCC
- ADAE and Faculty Member(s) submit program proposal to WSCUC and/or other accrediting bodies, if required
- Faculty Member(s) work with CAS Graduate Programs Office (for graduate programs) or directly with Office of Marketing and Communications and Web Services (for undergraduate programs) to create marketing materials (website, brochures)

6 to 12 BEFORE LAUNCH

- Hiring of new faculty or staff
- Space renovations
- Student Recruitment begins
- Program start up: funds available, processing of initial applications, handling of student prospects
- Consultation of Advisory Board re: program development and student enrollment

0 to 6 BEFORE LAUNCH

- Execution and Roll Out of program
- Admission of initial students
- Establish plan for regular consultation with Advisory Board
- Program Launch with first entering students