# NEW PROGRAM DEVELOPMENT

**Step 1:** Once you have logged in, select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.

You will then select the Discipline you will be working in. This drop down menu will only have the disciplines you are assigned to in this role.

Select the Curriculum tab, followed by the Curriculum Library tab, then the Program tab and lastly the "New Program" button.

**Step 2:** After selecting the "New Program" button a window will appear. Select the workflow and Program Type.

Program Title ❓

(Total: 100) ▾

Title

Award Type

A.A. Degree for Tran

**1. Select Workflow Template** ❯ **2. Select Program Type** ✕

New Program Developement

Cancel

Program

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Family Education

The requirements for an associate degree in Child an
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✔ **Select Workflow Template** ❯ **2. Select Program Type** ✕

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. Degree for Transfer

tal: 2) ▾

**Pathways Program**

Define a program (degree or certificate), so that students have a
very clear idea of the curriculum they need to attain a certificate
or degree from our institution.

ew Program

**Rule-Based**

Define a program (degree or certificate) using rules for
attainment, so that students have the most flexibility in getting
their credential.

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Back

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Step 3: Here you will see multipe fields that require information. The other pages that need information appear at the top in faded text. Select these pages to find the information that needs to be inputted.

After complete of each page select the "Save and Continue" button.

**Test**
*New Program Developement*
*Program Creation*

Cover Info | Course... | Recommended... | Learning... | Program... | Curriculum...

**Program Basics**

Program Title*

Test

Department*

Administration of Justice

Program TOP Code (SP01)*

(2105.00)Administration of Justice

Award Type*

A.A. Degree for Transfer

Student Program Award (SP02)

Select a Student Program Award

Credit Range for Completion

0     -     0

Program Description

Program Description

Transferability

-Select-

**Proposal Details**

Proposal Start*       Author

Spring 2020       Odenthal, Cheyenne
      Add Additional Contributors

Rationale for Non-Fall Start

Program Justification

Submission Rationale

☐ New Program
☐ Improvement to Program of Study
☐ Change to Content
☐ Additional Program Options
☐ Add Transferability

Delete Workflow    Save and Continue    Save as Draft and Continue

**Step 4:** After completing all the fields on every page, you will reach the "Curriculum Technician" tab, you will not be able to change information on this page. This page will be completed by the Academic Affairs Specialist. Select the "Submit" button.

<mark>**NOTE**</mark> After selecting the submit button it will officially start the workflow and you can no longer make changes. There will be NOT be another window that pops up to verify you want to submit the workflow.



After you select submit, the program will never come back to you. If a reviewer requested a change there will be a point in the work flow where the Curriculum specialist will have the ability to make the changes for you.

To view any feedback as your program goes through the workflow, view your inbox and select the program you want to view feedback on.