

# PROPOSAL PLANNING CHECKLIST

## FOR NEW DEGREE PROGRAMS, CERTIFICATES & MINORS

Use this checklist to guide your planning for a new academic program. It's designed to help you think through key considerations and ensure all necessary elements are addressed before submitting a proposal.

### PRE-SUBMISSION CONSIDERATIONS

#### Pre-Planning Meetings

- ☐ All new program proposals must begin with a pre-planning meeting with the Office of the Provost.
  - **New degree program** meetings are individual and scheduled as requested. Contact [Karen Alexander](#).
  - **New certificates and minors** meetings are held in group format, and upcoming dates and times will be listed on the [Curriculum Development Website](#).
- ☐ Before finalizing the proposal, discuss the program concept with other colleges or departments that may have related or overlapping programs to identify potential collaborations, clarify distinctions, and ensure that new programs complement existing offerings rather than duplicate them.
- ☐ Document conversations and/or feedback received as part of your proposal

#### Initial Planning & Alignment

- ☐ Determine whether the program duplicates an existing offering on campus.
- ☐ Conduct a workforce demand analysis (national, state, and regional data).
- ☐ Document employer or industry support, if applicable.
- ☐ Identify target student populations (traditional, transfer, working adult, etc.).
- ☐ Develop enrollment projections and assess potential student interest using the [Budget & Enrollment Spreadsheet](#).
- ☐ Benchmark against peer and aspirant institutions offering similar programs.

#### Required Forms

Attach all that apply:

- ☐ [THECB New Bachelor's or Master's Degree](#)
- ☐ [THECB New Doctoral or Professional Program](#)
- ☐ [SACSCOC Full Prospectus Form](#)

### PROGRAM INFORMATION

#### Type of Proposal

- ☐ Submit the following Curriculog Process based on the program type:
  - 2.1 for degree programs
  - 4.1 for minors
  - 3.1 for certificates
  - 4.3 for concentrations

#### Program Title

- ☐ Ensure the title clearly communicates the purpose of the program to students and cannot be confused with another degree offered by the university.
- ☐ Title should be formatted as *Title, Program Type*.
  - Biology, B.S.
  - Portuguese, Graduate Minor
  - Animal Science, B.S.: Industry Concentration

#### Program Catalog Description

- ☐ Provide the description of the program that will be published in the catalog.

# PROPOSAL PLANNING CHECKLIST

## FOR NEW DEGREE PROGRAMS, CERTIFICATES & MINORS

### Program Code

- ☐ Programs will have a 4-letter code in Banner once all internal and external approvals are obtained. Please contact [Bobbie Brown](#) with questions.
- ☐ Most graduate concentrations already exist in Banner. If so, the existing code will be used. For new concentrations, a new code will be needed.
- ☐ Note, the 4-letter code is not the same as the program's abbreviation or the prefix of the courses associated with that program. While that may be the case in rare instances, the majority of the time these will be different.

### CIP Code

- ☐ If there is an existing program with the same name, departments must decide if the new program should have the same CIP Code as the existing program (i.e., a minor or a certificate with the same name).
- ☐ Review the [Texas Higher Ed Data website](#) or contact [Bobbie Brown](#) for assistance with CIP Codes.

### Effective Term

- ☐ Choose the desired Banner term from the drop-down list.
  - *Note, there are only Fall effective terms.*

### Modality

- ☐ Online programs need to be developed/coordinated with TTU Online
  - *Hybrid* occurs when students complete 50% or more but less than 100% of the credit hours for the program through distance education courses.
  - *100% Online* occurs when students complete 100% of the credit hours required for the program through distance education courses.
  - Selecting 100% online automatically grants the program Hybrid status.

### Required Semester Credit Hours

- ☐ Check credit hour requirements
  - For new concentrations, indicate the number of hours for the concentration, not the whole degree.

## CURRICULUM

### New Courses & Syllabi

- ☐ Identify whether new courses are required for the program.
- ☐ Include the links to all new course proposals being developed for the new program. Course proposals are developed and submitted separately in [Curriculog](#).

### Curriculum Table

- ☐ All programs should have a list of required and elective courses to be published in the catalog and in DegreeWorks.
  - For undergraduate degrees, minors, and certificates, include a curriculum table showing the recommended course sequence by semester.
  - For graduate programs, a list of required and elective coursework is sufficient.

## OUTCOMES/ASSESSMENT

- ☐ Must include a written list of 3-5 expected student learning outcomes.
- ☐ Consider how student learning outcomes will be assessed and how results will be used for improvement.