

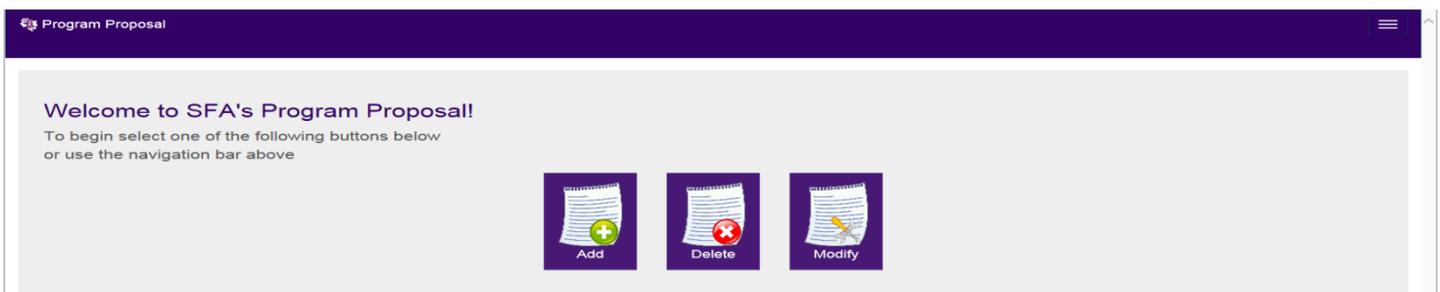
ONLINE PROGRAM PROPOSAL PROCESS

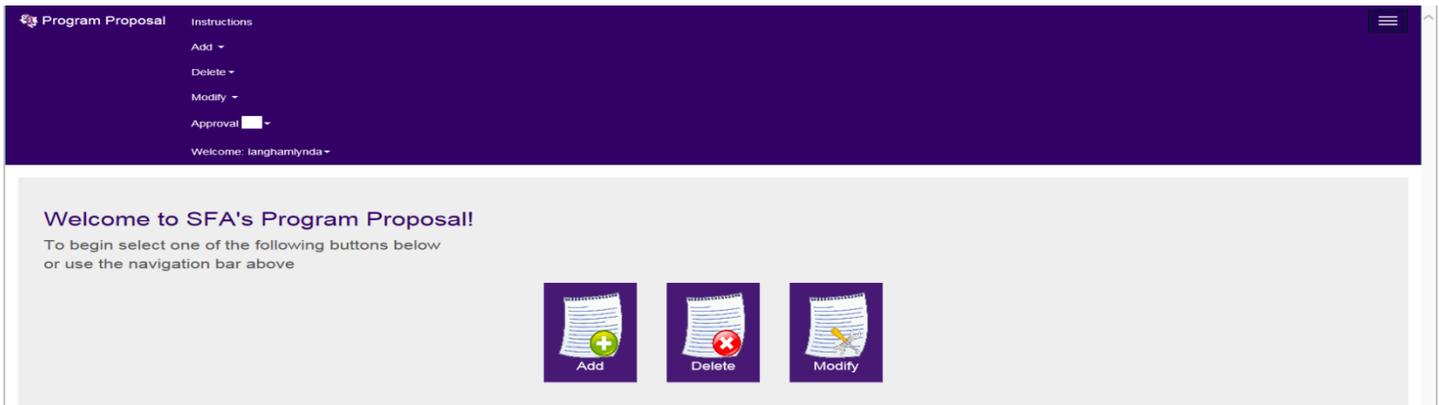
Program Proposal Entry:

1. Login to MySFA. Click the “myServices” tab. Click the “Program Proposal” link under “Faculty Services Links.”
 - You must have faculty status to access the online program proposal process.
 - The first time you access the process, you may have to log in a second time. Use your MySFA username and password to login to the system.
 - The process performs better when using Chrome, Firefox or Internet Explorer 11 browsers.



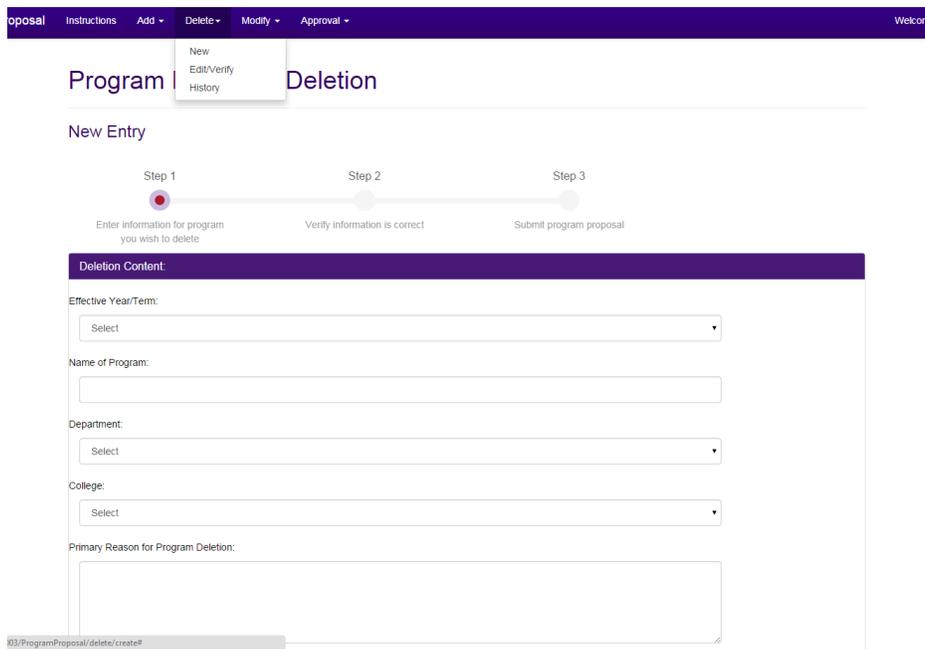
2. Choose 'Add' for a new program, 'Modify' to revise an existing program or 'Delete' to remove a program from inventory.
3. Once you have clicked the first “submit” button, you can exit and return later to complete the submission.
4. If you are using Internet Explorer 11 with compatibility on, your navigation bar may appear blank with a drop down symbol (box with three lines-see screenshots below) in the upper right corner. Clicking the drop down bar will allow you to access the navigation menu, as in the screenshot below. It is suggested that you turn compatibility off or use Chrome or Firefox instead.





Program Deletion:

1. Choose “Delete” then “New” from the navigation bar to submit a new proposal. To continue working on a Delete proposal previously entered but not submitted, choose “Modify” then “Edit/Verify.” To view a previously submitted Delete proposal, choose “Delete” then “History.” Choose the term, department and college from the drop down options. Enter the name of the specific program and the reason for deletion in the appropriate text boxes.



2. Click “Next” to review information.

New Entry



A progress bar with three steps: Step 1 (Enter information for program you wish to delete), Step 2 (Verify information is correct), and Step 3 (Submit program proposal). Step 1 is currently active, indicated by a red circle and a red line.

Deletion Content:

Effective Year/Term:
Fall 2015

Name of Program:
Old Program

Department:
SADV

College:
LA

Primary Reason for Program Deletion:
No longer needed.

Click "Next" to verify

Reset Next

3. Click "submit" if information is correct.

Program Proposal: Deletion

Verify Entry



A progress bar with three steps: Step 1 (Enter information for program you wish to delete), Step 2 (Verify information is correct), and Step 3 (Submit program proposal). Step 2 is currently active, indicated by a red circle and a red line.

Take a break!
You can come back later to finish by going to the "Edit" menu

Deletion Content:

Effective Year/Term:
Fall 2015

Name of Program:
Old Program

Department:
SADV

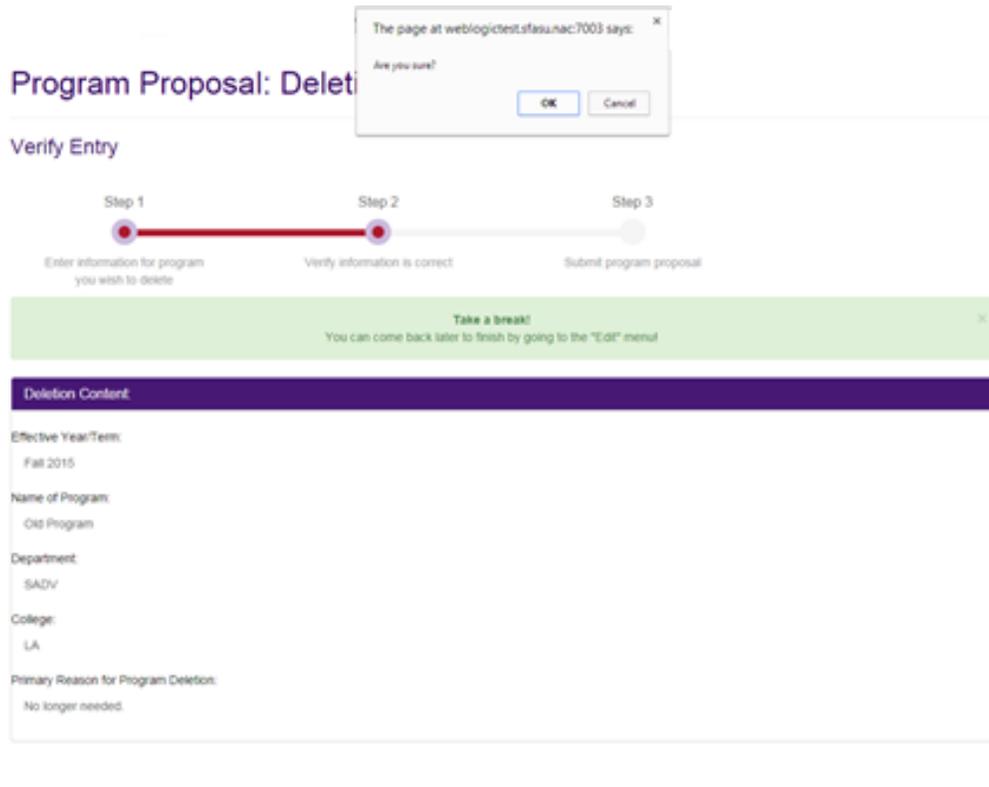
College:
LA

Primary Reason for Program Deletion:
No longer needed.

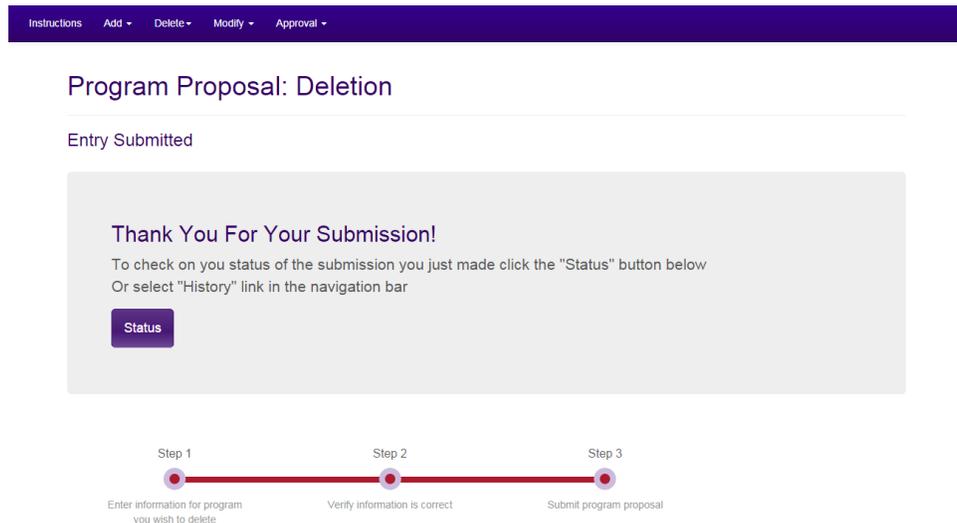
If correct click "Submit"

Edit Submit

4. Click "ok" in pop up to confirm deletion and move the proposal to the first approval level.



5. Your program deletion submission will be confirmed.



6. You can review your submission and its status in Program Proposal by choosing “Delete” then “History” in the navigation bar. Click “content” to view the deletion submission information.

Program Proposal: Deletion

Entry Details

Overview Content



Status for Old Program

The submission is currently awaiting for the Chair's decision.

Submitted By:

Langham, Lynda S. on 06-Oct-14

Chair's Info:

Dean's Info:

Committee's Info:

Instructions Add - Delete - Modify - Approval -

Program Proposal: Deletion

Entry Details

Overview Content

Deletion Content:

Effective Year/Term:

Fall 2015

Name of Program:

Old Program

Department:

SADV

College:

LA

Primary Reason for Program Deletion:

No longer needed.

Program Modification:

1. Choose "Modify" then "New" to submit a new program modification. To continue working on a Modification proposal previously entered but not submitted, choose "Modify" then "Edit/Verify." To view a previously submitted Modification proposal, choose "Modify" then "History."
2. Choose the appropriate area for modification by clicking the box. Select the effective year and enter the required information by clicking the down arrow or entering text into the box.

Program Proposal: Modify

New Entry

Step 1: Enter information for program you wish to modify

Step 2: Enter content information

Step 3: Verify information is correct

Step 4: Submit program proposal

Please select the following that apply to the modification:

- Change of Required Courses
- Change in Credit Hours
- Addition of New Minor
- Deletion of Minor
- Addition of New Concentration
- Deletion of Concentration

Modify Content:

Effective Year/Term:

Name of Program:

Department:

College:

- Complete the “Change of Required Courses” table below to detail program changes. Please double check that all information is accurate and that the hours add up correctly and consistently with prior information.

Program Proposal: Modify

New Entry



Take a break!
You can come back later to finish by going to the "Edit" menu!

Change of Required Courses:

Change Table:

Current Program:			Proposed Program:		
Course:	Hours:	Change:	Course:	Hours:	Change:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Row"/>			<input type="button" value="Add Row"/>		

Credit Hours:

How many credit hours is the current program:

How many credit hours will the new/modified program be:

- Complete the required information for the program changes you chose in the first screen.

New Minor:

New Minor:

Deletion of Minor:

Delete Minor:

New Concentration:

New Concentration:

Deletion of Concentration:

Delete Concentration:

Other Information:

Is the requested program change dependent on the approval of any course modifications, additions, or deletions?

If so, please list the proposed course changes below:

Are there any prerequisites that will not count toward the required hours for the major/minor?

- Completed "Other Information," and if you answer "yes" to the non-counting pre-requisites question, list the prerequisites, the number of credit hours, and an explanation in the table.

Other Information:

Is the requested program change dependent on the approval of any course modifications, additions, or deletions?

If so, please list the proposed course changes below:

Are there any prerequisites that will not count toward the required hours for the major/minor?

Prerequisites Table:

Course:	Prerequisite for:	Explanation:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row
Add Row			

Detail the planned changes below:

Discuss the rationale for the proposed changes:

How would the planned change affect students and/or other departments/disciplines?

- Click "Next" to verify the information you have entered, or click back to make corrections.

Prerequisites Table:

Course:	Prerequisite for:	Explanation:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row
Add Row			

Detail the planned changes below:

Details

Discuss the rationale for the proposed changes:

Details

How would the planned change affect students and/or other departments/disciplines?

Details

Click "Next" to verify

Reset Go Back Next

7. After clicking next, you will have an opportunity to verify the information you have entered.

Program Proposal: Modify

Verify Entry

Step 1: Enter information for program you wish to modify

Step 2: Enter content information

Step 3: Verify information is correct

Step 4: Submit program proposal

Take a break!
You can come back later to finish by going to the "Edit" menu

Modifications:

- Change of Required Courses
- Change in Credit Hours
- Addition of New Minor
- Deletion of Minor
- Addition of New Concentration
- Deletion of Concentration

Primary information:

Effective Year/Term:
Fall 2015

Name of Program:
New Program

Department:
SADV

College:
LA

8. After verifying the information, click "submit" and "ok" to move the submission into the approval queue.

New Concentration

New Concentration:
Floral Design

Deletion of Concentration:

Delete Concentration:
Teaching

Other Information:

Is the requested program change dependent on the approval of any course modifications, additions, or deletions?
No

If so, please list the proposed course changes below:

Are there any prerequisites that will not count toward the required hours for the major/minor?
No

Detail the planned changes below:
Details

Discuss the rationale for the proposed changes:
Details

How would the planned change affect students and/or other departments/disciplines?
Details

If correct click "Submit"

[Edit](#) [Go Back](#) [Submit](#)

New Concentration

New Concentration:
Floral Design

Deletion of Concentration:

Delete Concentration:
Teaching

Other Information:

Is the requested program change dependent on the approval of any course modifications, additions, or deletions?
No

The page at weblogs.christsf.edu/AAC7003 says:

Are you sure you want to submit the following program proposal? By hitting submit you are signing agreeing that everything is correct.

[OK](#) [Cancel](#)

9. You will receive a confirmation of submission.

Program Proposal: Modify

Entry Submitted

Thank You For Your Submission!

To check on you status of the submission you just made click the "Status" button below
Or select "History" link in the navigation bar

[Status](#)



Program Addition:

1. Choose "Add" then "New" from the navigation bar to submit a new proposal. To continue working on an Add proposal previously entered but not submitted, choose "Add" then "Edit/Verify." To view a previously submitted

Add proposal, choose “Delete” then “History.” Choose the term, department and college from the drop down options. Enter the name of the specific program and the required information in the appropriate text boxes.

Instructions Add ▾ Delete ▾ Modify ▾ Approval ▾

Program Proposal: Add

New Entry

Step 1: Enter information for program you wish to add
Step 2: Upload Files
Step 3: Verify information is correct
Step 4: Submit program proposal

Primary Information:

Implementation Date:

Degree and/or Program Title:

Department:

College:

Proposed CIP Code:

Total Hour in Degree Programs:

2. Click “Next” to continue required information entry.

120

Program Coordinator:

Projected Enrollment:

Target Audience:

Rationale:

Briefly describe the new program:

Click "Next" to add content

- Enter the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program into the “Enrollment Projections Table.” (Include majors only and consider attrition and graduation.)
- Enter the five-year costs and sources of funding for the program into the “Five Year Costs and Funding Sources Table. Click the blue “I” buttons for additional information about the information requested. Click “Next” to continue entering information, “Reset” to clear the page or “Go Back” to return to the previous page.

Enrollment Projections Table:					
Year:	1	2	3	4	5
Headcount:	<input type="text" value="1"/>				
FTSE:	<input type="text" value="1"/>				

II. Cost and Funding			
Five-Year Costs and Funding Sources - Use this table to show five-year costs and sources of funding for the program.			
Five-Year Costs and Funding Sources Table:			
Five-Year Costs		Five-Year Funding	
Personnel: ⓘ	<input type="text" value="\$1"/>	Reallocated Funds:	<input type="text" value="\$1"/>
Facilities and Equipment:	<input type="text" value="\$1"/>	Anticipated New Formula Funding: ⓘ	<input type="text" value="\$1"/>
Library, Supplies, and Materials:	<input type="text" value="\$1"/>	Special Item Funding:	<input type="text" value="\$1"/>
Other: ⓘ	<input type="text"/>	Other: ⓘ	<input type="text"/>
<small>Specify other costs here (e.g., administrative costs, travel).</small>			
Total Costs:	<input type="text" value="NaN"/>	Total Funding:	<input type="text" value="NaN"/>

- Enter the degree requirements of the program into the “Degree Requirements Table.” (If necessary, replicate the table for more than one option and upload the additional table as an attachment.) Click “Next” to continue entering information, “Reset” to clear the page or “Go Back” to return to the previous page.

Program Proposal: Add

New Entry

Step 1: Enter information for program you wish to add | Step 2: Upload Files | Step 3: Verify information is correct | Step 4: Submit program proposal

Take a break! You can come back later to finish by going to the "Edit" menu!

III. Quality			
Degree Requirements - Use this table to show the degree requirements of the program. ⓘ			
Degree Requirements Table:			
Category	Semester Credit Hours	Clock Hours	
General Education Core Curriculum (bachelor's degree only):	<input type="text"/>	<input type="text"/>	
Required Courses:	<input type="text"/>	<input type="text"/>	
Prescribed Electives:	<input type="text"/>	<input type="text"/>	
Free Electives:	<input type="text"/>	<input type="text"/>	
Other (Specify, e.g., internships, clinical work):	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Row"/>
	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/>
Total:	<input type="text" value="0"/>	<input type="text" value="0"/>	

- Enter the required courses and prescribed electives of the program into the Curriculum Tables. Note with an asterisk (*) courses that would be added if the program is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)* Click “Next” to continue entering information, “Reset” to clear the page or “Go Back” to return to the previous page.

Curriculum – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (*) courses that would be added if the program is approved.

Curriculum Table:			
Prefix and Number	Required Courses	SCH	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row
Add Row			

Curriculum Table:			
Prefix and Number	Prescribed Elective Courses	SCH	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row
Add Row			

Faculty – Use these tables to provide information about Core and Support faculty. Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program.

Faculty Table:			
Name of Core Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Row			Delete Row

- Upload the required documentation. The uploaded files should have distinctive file names relative to each documentation requirement.

Program Proposal | Instructions | Add | Delete | Modify | Approval | Welcome: langhamlynda

Program Proposal: Add

New Entry

Step 1: Enter information for program you wish to add | Step 2: Upload Files | Step 3: Verify information is correct | Step 4: Submit program proposal

Primary Information File Upload:

Approval Letter – Include a brief approval letter from the Dean of your college or school.
File Upload

Cover Letter – Include a cover letter explaining the program proposal.
File Upload

Need File Upload:

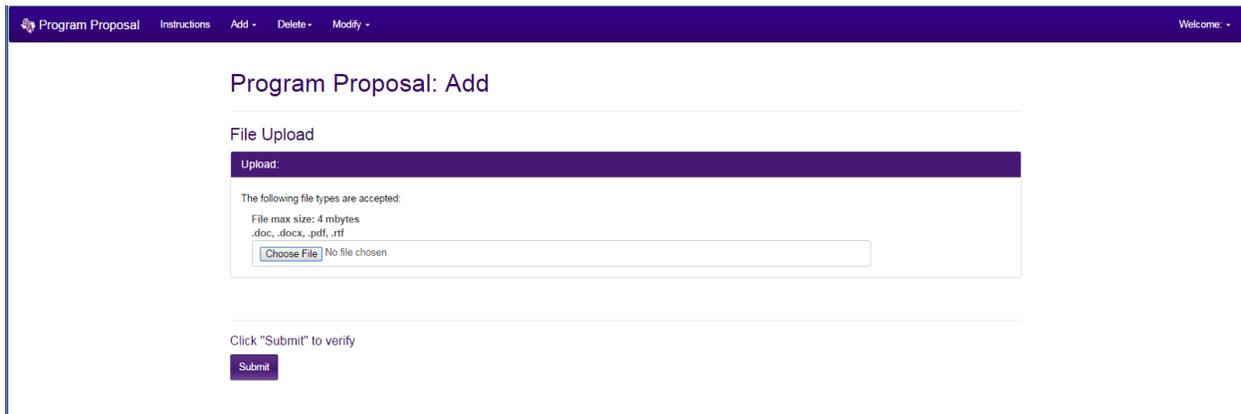
Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.
File Upload

Student Demand – Provide short- and long-term evidence of demand for the program.
File Upload

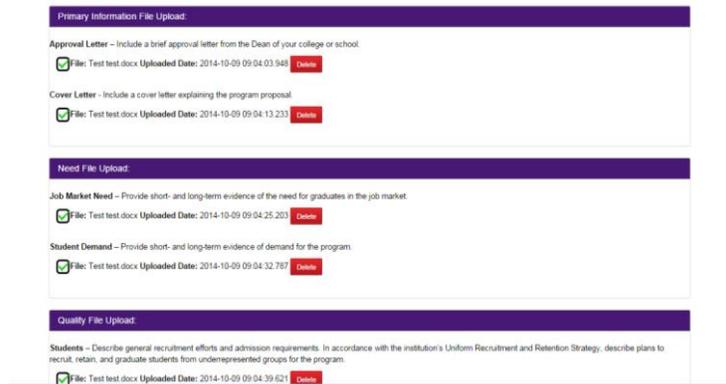
Quality File Upload:

Students – Describe general recruitment efforts and admission requirements. In accordance with the institution's Uniform Recruitment and Retention Strategy, describe plans to recruit, retain, and graduate students from underrepresented groups for the program.

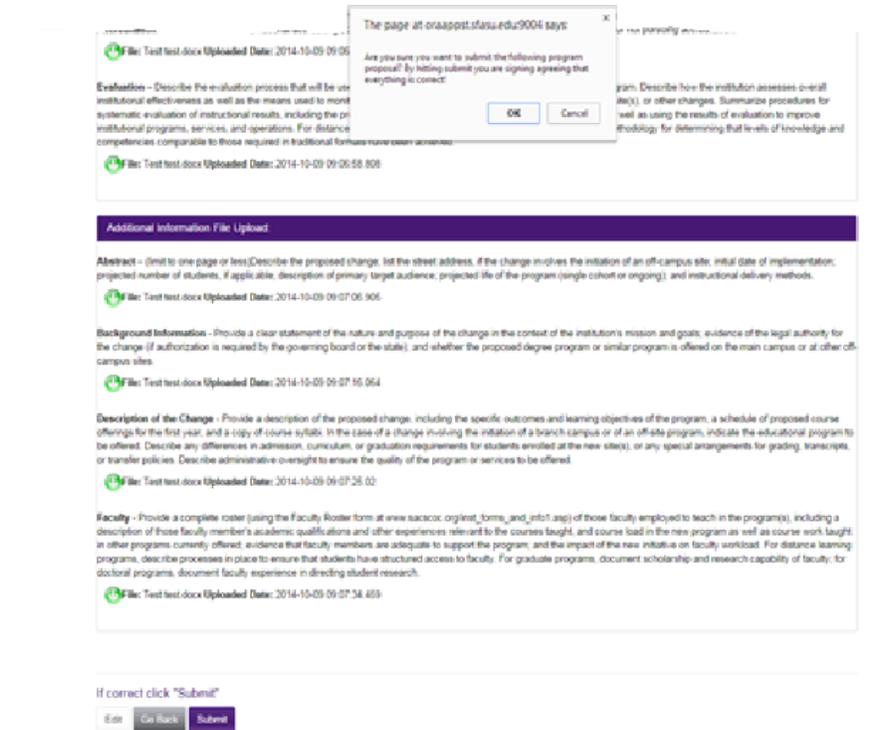
- When you click the “File Upload” button, the following screen will appear. Click “Choose File” and a window will pop up to allow you to browse to the file location.



8. When you click the submit button, a confirmation message will be shown, including the name of the document.



9. Click ok to confirm and submit. You will receive a confirmation screen.



Program Proposal: Add

Entry Submitted

Thank You For Your Submission!

To check on you status of the submission you just made click the "Status" button below
Or select "History" link in the navigation bar

[Status](#)



Program Proposal: Add

Entry Details

Overview Content

Status for Another New Program

The submission is currently pending for the Chair's decision.

Submitted By:	
Langham, Lynda S. on 08-04-16	
Chair's Info:	
Chair's Info:	
Committee's Info:	

If you wish to view your submissions to check on the status, you will need to click the appropriate "Add," "Delete," or "Modify" down arrow on the navigation bar and then select "History."

Proposal Instructions Add - Delete - Modify - Approval - Welcome

Program **Deletion**

New Entry

Step 1: Enter information for program you wish to delete
Step 2: Verify information is correct
Step 3: Submit program proposal

Deletion Content:

Effective Year/Term:
Select

Name of Program:
[Text Field]

Department:
Select

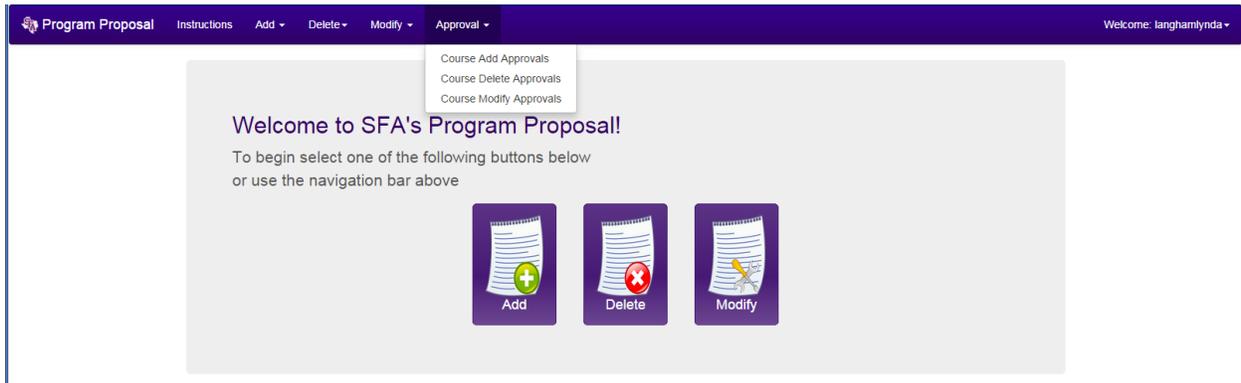
College:
Select

Primary Reason for Program Deletion:
[Text Area]

03/ProgramProposal/delete/create#

Chair and Dean Approval Process:

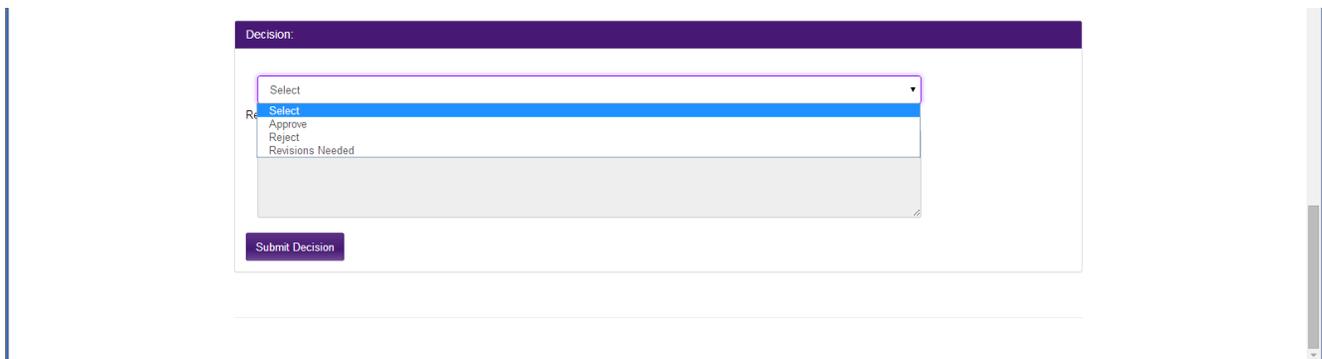
1. Access your program proposals awaiting approval by clicking “Approval” in the navigation bar and choosing the category you wish to review.



2. The program proposals requiring your approval will be listed. Click on the title of the course to review the program information.
3. The status bar will indicate the approval status of the program proposal.



4. Click the content tab to review the program proposal information.
5. If the program proposal does not need further modification, choose “approve” or “reject” from the drop down decision box and click “submit decision.” If it requires modification, click “revisions needed” and type your comments into the text box. When comments are entered, click “submit decision.”



For questions or assistance with this process, please contact Lynda Langham at Ext. 2120.

