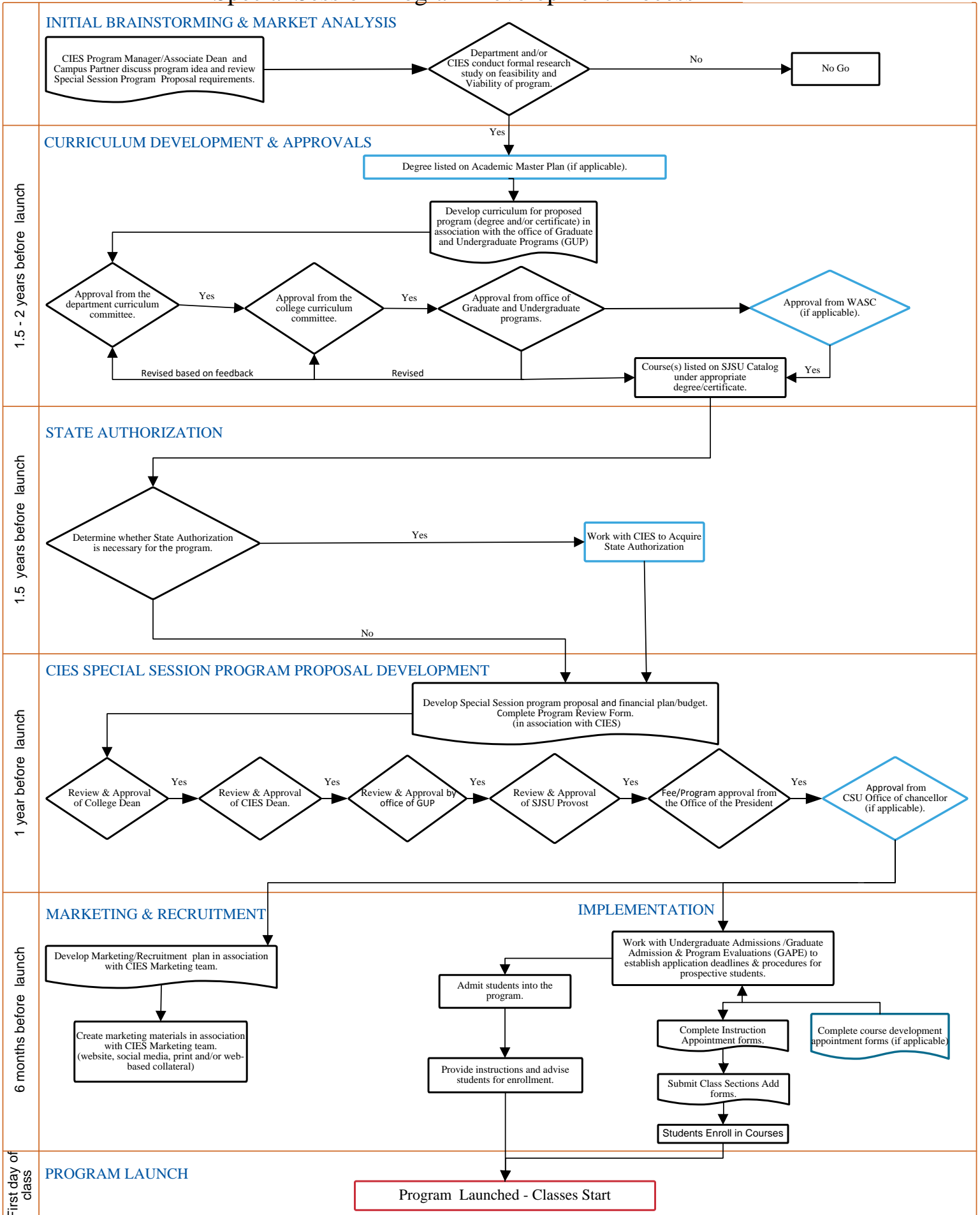


# Special Session Program Development Process



## Special Session Program Development Checklist

	<p><b>INITIAL CONSULTATION &amp; IDEA DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CIES Program Manager/Associate Dean and Campus Partner discuss program idea and review Special Session Program Proposal requirements.</li> <li><input type="checkbox"/> Department and/or CIES conduct formal research study on feasibility and viability of program.</li> </ul>
1.5 to 2 years to Launch	<p><b>CURRICULUM DEVELOPMENT &amp; APPROVALS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Degree listed on <a href="#">Academic Master Plan</a> (if applicable).</li> <li><input type="checkbox"/> Develop curriculum for proposed program (degree and/or certificate) in association with the office of Graduate and Undergraduate Programs. <ul style="list-style-type: none"> <li><input type="checkbox"/> Undergraduate: <a href="http://www.sjsu.edu/ugs/faculty/curriculum/index.html">http://www.sjsu.edu/ugs/faculty/curriculum/index.html</a></li> <li><input type="checkbox"/> Graduate: <a href="http://www.sjsu.edu/gradstudies/curriculum/">http://www.sjsu.edu/gradstudies/curriculum/</a></li> </ul> </li> <li><input type="checkbox"/> Approval from the department curriculum committee.</li> <li><input type="checkbox"/> Approval from the college curriculum committee.</li> <li><input type="checkbox"/> Approval from the office of <a href="#">Graduate and Undergraduate programs</a>.</li> <li><input type="checkbox"/> Course(s) listed on SJSU Catalog under appropriate degree/certificate program.</li> <li><input type="checkbox"/> Approval from <a href="#">WASC</a> (if applicable).</li> </ul>
1.5 years to Launch	<p><b>MARKET ANALYSIS AND STATE AUTHORIZATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine whether State Authorization is necessary for your program based on market analysis and program objective.</li> <li><input type="checkbox"/> Work with CIES to Acquire <a href="#">State Authorization</a> (if applicable).</li> </ul>
1 year to Launch	<p><b>CIES SPECIAL SESSION PROGRAM PROPOSAL DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop <a href="#">Special Session program</a> proposal (in association with CIES).</li> <li><input type="checkbox"/> Develop <a href="#">financial/budget</a> and complete <a href="#">Program Review Form</a> (in association with CIES).</li> <li><input type="checkbox"/> Review &amp; approval of College Dean.</li> <li><input type="checkbox"/> Review &amp; approval of CIES Dean.</li> <li><input type="checkbox"/> Review &amp; approval of Office of Graduate and Undergraduate Programs.</li> <li><input type="checkbox"/> Review &amp; approval of SJSU Provost.</li> <li><input type="checkbox"/> Approval for offering program/course at proposed fee from the Office of the President.</li> <li><input type="checkbox"/> Approval for degree from the CSU Office of Chancellor (if applicable).</li> </ul>
6 Months to Launch	<p><b>MARKETING &amp; RECRUITMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop Marketing/Recruitment plan in association with CIES Marketing team.</li> <li><input type="checkbox"/> Create marketing materials in association with CIES Marketing team (website, social media, print and/or web-based collateral).</li> </ul> <p><b>IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with <a href="#">Undergraduate Admissions</a> /<a href="#">Graduate Admission &amp; Program Evaluations (GAPE)</a> to establish application deadlines &amp; procedures for prospective students.</li> <li><input type="checkbox"/> Admit students into the program.</li> <li><input type="checkbox"/> Submit <a href="#">Class Sections Add forms</a></li> <li><input type="checkbox"/> Complete <a href="#">Instruction Appointment forms</a></li> <li><input type="checkbox"/> Complete course development appointment forms (if applicable)</li> <li><input type="checkbox"/> Provide instructions and advise students for enrollment.</li> <li><input type="checkbox"/> Students Enroll in Courses</li> </ul>
	<p><b>PROGRAM LAUNCH</b></p>