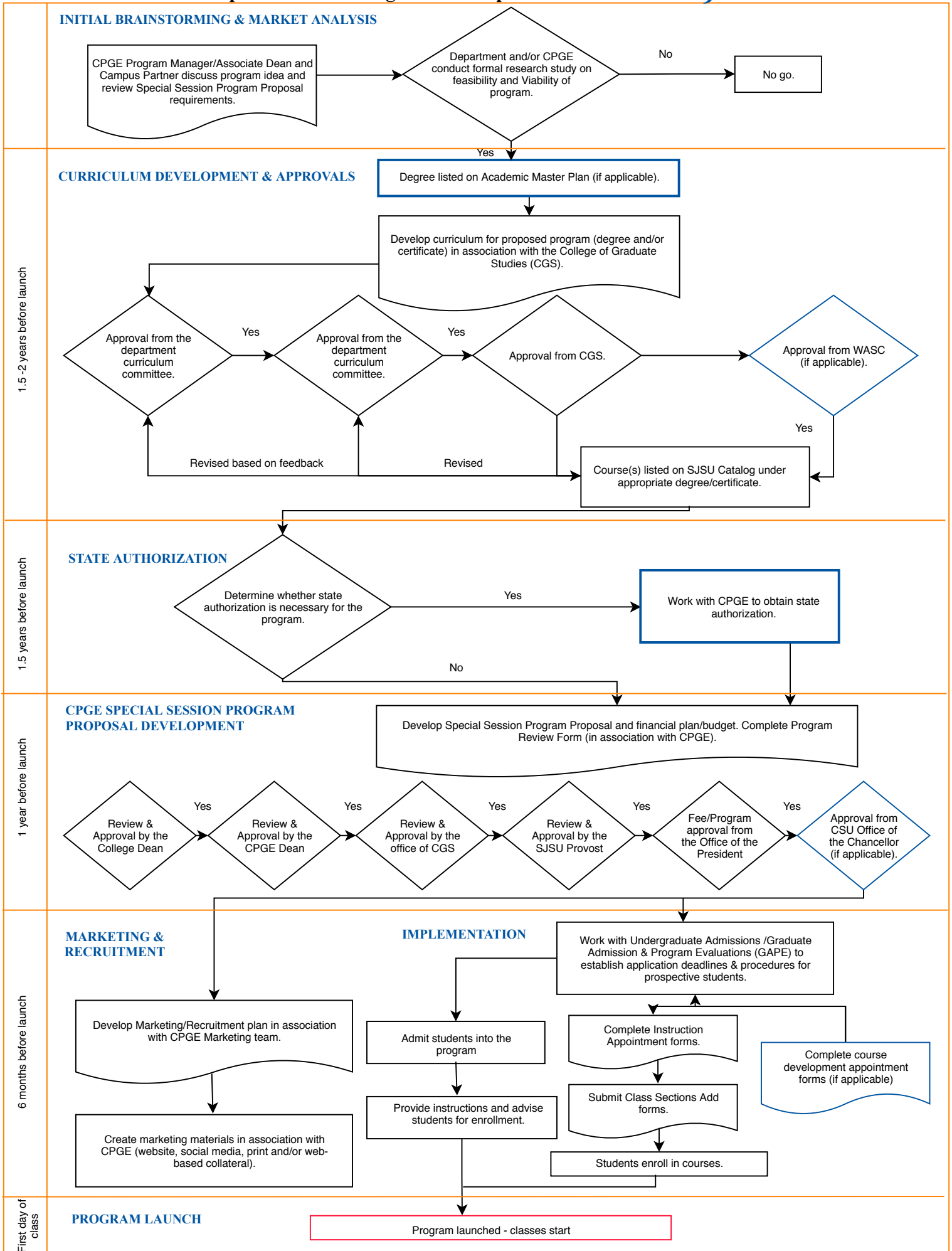


Special Session Program Development Process



Special Session Program Development Checklist

| | |
|------------------------|--|
| | <p>INITIAL CONSULTATION & IDEA DEVELOPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> CPGE Program Manager/Associate Dean and Campus Partner discuss program idea and review Special Session Program Proposal requirements. <input type="checkbox"/> Department and/or CPGE conduct formal research study on feasibility and viability of program. |
| 1.5 -2 years to launch | <p>CURRICULUM DEVELOPMENT & APPROVALS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Degree listed on Academic Master Plan (if applicable). <input type="checkbox"/> Develop curriculum for proposed program (degree and/or certificate) in association with: <ul style="list-style-type: none"> <input type="checkbox"/> the Office of Undergraduate Education, and/or <input type="checkbox"/> the College of Graduate Studies <input type="checkbox"/> Approval from the department curriculum committee. <input type="checkbox"/> Approval from the college curriculum committee. <input type="checkbox"/> Approval from the College of Graduate Studies and/or the Office of Undergraduate Education (as applicable). <input type="checkbox"/> Course(s) listed on SJSU Catalog under appropriate degree/certificate program. <input type="checkbox"/> Approval from WASC (if applicable). |
| 1.5 years to launch | <p>MARKET ANALYSIS AND STATE AUTHORIZATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine whether state authorization is necessary for your program based on market analysis and program objective. <input type="checkbox"/> Work with CPGE to obtain state authorization (if applicable). |
| 1 year to launch | <p>CPGE SPECIAL SESSION PROGRAM PROPOSAL DEVELOPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Development of the Special Session Program Proposal (in association with CPGE). <input type="checkbox"/> Completion of the Program Review Form (in association with CPGE). <input type="checkbox"/> Review & approval by the College Dean. <input type="checkbox"/> Review & approval by the CPGE Dean. <input type="checkbox"/> Review & approval by the CGS Dean and/or the Vice Provost of Undergraduate Education. <input type="checkbox"/> Review & approval by the SJSU Provost. <input type="checkbox"/> Approval for offering program/course at proposed fee from the Office of the President. <input type="checkbox"/> Approval for degree from the CSU Office of the Chancellor (if applicable). |
| 6 months to launch | <p>MARKETING & RECRUITMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop marketing and recruitment plan in association with CPGE. <input type="checkbox"/> Create marketing materials in association with CPGE (e.g. website, social media, print and/or web-based collateral). <p>IMPLEMENTATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Work with Undergraduate Admissions /Graduate Admission & Program Evaluations (GAPE) to establish application deadlines & procedures for prospective students. <input type="checkbox"/> Admit students into the program. <input type="checkbox"/> Submit Class Sections Add forms. <input type="checkbox"/> Complete Instruction Appointment forms. <input type="checkbox"/> Complete course development appointment forms (if applicable). <input type="checkbox"/> Provide instructions and advise students for enrollment. <input type="checkbox"/> Students enroll in courses. |
| | <p>PROGRAM LAUNCH</p> |