**TOPIC, AUDIENCE, AND PURPOSE:**

The curriculum office currently has 3 people (associate dean and 2 curriculum coordinator) working on document submission for new program development and another job that relates to curriculum or course changes. New programs being submitted to the Curriculum has to go through the different coordinating board to get the approval and it is the job of the curriculum staff to make sure that all documentations are complete and contain the right information. If there are missing documentations or information on the documents, the processing of documents takes longer than normal.

***Topic:***

Create a New Program Development packet to make sure new program developer will know the process and will have the right template/form to fill out, and correct information in the document to submit to the curriculum office.

***Audience:***

Faculty, Discipline Lead, Dean, and anybody who is developing a new program for Collin College.

***Purpose:***

The purpose of the New Program Development packet is to make it easier for the developer to find the template/form they need for the new program. This project also aims to inform the developer the step by step process in completing the documentations. It will guide the developer in completing the correct documents to submit to the curriculum office.

**PROBLEM:**

The current setup and process for new program development in the curriculum office need a little improvement to make the process and submission works faster and smoother. Although the current setup works, it can be improved. Instances such as new program developer already started putting together documentations and submit the documents, but after the curriculum office verifies the documents, there is a lot of information missing. This delays the process and ends up being put on hold until the missing information or document are submitted.

**LEARNING EXPECTATIONS**

**GOALS AND OBJECTIVES**

***Goal 1*.** The developer will understand the process for submitting documentations for new program development.

***Objective 1*.** The developer will notify the Curriculum office of the new program creation.

***Objective 2.*** The developer will know where to go to download the New Program Development packet.

***Objective 3*.** The development will download the packet, read and go through the checklist of documents to submit.

***Goal 2*.** The developer will be able to put together a complete Strategic Plan for the new course.

***Objective1.*** Put together the document needed for the strategic plan using the information provided in the packet.

***Goal 3.*** The developer will submit complete documentations for the new program.

***Objective 1.*** Compile all the documents together and submit to the Curriculum office.

**LEARNING ACTIVITIES (LA)**

**LA 1.** New Program developer confirms the creation of the new program and will contact the Curriculum office to notify of submission (G.1, Obj. 1).

**LA 2.** The developer will go to the Curriculum website and download the New Program packet (G.1, Obj.2, and Obj. 3).

**LA 3.** New Program developer will go through the paper works from the New Program packet. He/she will contact the Curriculum office if there are any questions or will be needing assistance in completing the documents (G.2).

**LA 4.** Will complete the documents needed and send to the Curriculum office (G.2. Obj.1, G.3 Obj.1).

**ASSESSMENT**

To assess the effectiveness of the New Program process, a survey questions consisting of 6 questions will be sent out to the developer and will ask to give feedback at the end of the submission. This is when all the documents are ready to go to the Curriculum Advisory Board (CAB) for review. Curriculum staff will be asked for feedback if the new process helps make the process of putting together needed documents helped.

**New Program Developer Questions:**

1. Are you new to developing new programs?
2. Do you know the process for submission before you contacted the Curriculum office?
3. Did the packet helped in putting together the documents needed for submission?
4. Did you have a hard time finding the New Program Packet?
5. Are the documents needed easy to complete?
6. The template in the packet, was it easy to fill up with information? Was it confusing?

**Curriculum Staff Questions:**

1. Did the new process (New Program packet) help with putting together the documents for the new program?
2. Do the developers contact the Curriculum office for assistance, before, during and after the confirmation of creating new program?

**EVALUATION**

For the evaluation portion, I will be soliciting feedback from the program developer and staff (Associate Dean of Academic Services & Curriculum Coordinator) from the Curriculum office.

**Question for the feedback:**

1. Can you give any feedback to improve the process of the New Program submission and the Program Packet?

**PROJECT COMPONENTS**

**Curriculum Staff and New Program Developer:**

* Access to the New Program Packet
* Internet access and computer
* E-mail for communications

**TIMELINE**

The creation of the New Program packet will take at least 3-4 weeks with 1-2 hours of working per day. If the allotted time is more, then the instructional design can be done within 2 weeks. If the timeline will include the formal launch of the packet on the website including the announcement of the monthly newsletter it could take up to 5-6 weeks.

* The first week will be dedicated to interview and collaborations between the staff to find out what are the needed documents, templates and the best way to put together the packet.
* Week 2: Design process of the instructional materials will start.
* Week 3. Working on design document.
* Week 4: Putting together the finished design document.
* Week 5: Launch of the new “New Program” packet.

Objectives will be accomplished once the developers start using the New Program packet. He/she will understand and know what documents needed to be submitted to the curriculum office. The process will end when the documents are ready for submission to the Curriculum Advisory Board (CAB).