# College of Arts and Sciences Primary Logo

# **Online Program Planning Worksheet**

This following is meant to be used as a checklist/help with planning the steps needed to develop and/or move an academic program online from conception to program launch. This list may not be all inclusive and can be re-organized based on applicant needs.

**Program Title**:

| **Tentative** **Date(s)** | **Example Steps/Tasks to Move Academic Program Online** |
| --- | --- |
| Fall 2022 | Project Leads meet with CAS Dean’s Office staff to discuss processes and needed support |
|  | Outline program learning outcomes |
|  | Create a table to align program learning outcomes and courses offered |
|  | Outline program curriculum and DL-approval status of all courses required to graduate |
|  | Identify faculty associated with the online program courses |
|  | Create a 3-4-year “Course Carousel” – list of all courses and when they will be delivered |
|  | Identify needed resources (faculty, technology, training, support services, etc.) |
|  | Develop/outline support structure for online students |
|  | Outline faculty development needs for teaching online |
|  | Create syllabi for any new classes |
|  | Submit new course proposals in APPS/CIM |
|  | Develop proposal content for Provost’s Pre-Authorization |
|  | Obtain concurrence letters from other units or colleges |
|  | Contact any discipline-specific accreditation agencies as needed and determine their program modification or new program creation processes |
|  | Contact College of Education or Dept of Ed for educational program requirements |
| AY2023 | Submit Pre-Authorization Form |
|  | Modify Pre-Authorization, as needed |
|  | Develop APPS/CIM proposal for Faculty Senate C&C Approval |
| AY2023 | Submit proposal(s) to APPS/CIM |
|  | Modify APPS/CIM proposal and course(s), as needed |
|  | Develop Marketing & Recruiting Plan |
|  | Develop Program Assessment Plan |
|  | New program:  Develop content for Academic Bulletin |
|  | Existing Program:  Modify Bulletin Content |
|  | Unit website:  Make updates as needed |
|  | Faculty development for online teaching |
|  | Submit schedule of classes to Registrar’s Office |
|  | Launch Online Program |