Division of Continuing and Global Education – Program Development Checklist

1. Discuss your idea with your Department Chair.

2. Conduct a needs assessment. Identify your target audience, anticipated population, accessible population, and number of people who express committed interest to participating in the program. Consider the amount of information you intend to deliver paired with your vision for the program – e.g. should this be a weekend seminar, one course class through extension, a certificate or a degree program. In your decision, contemplate the difference between a person generally interested in the topic versus one financially committed to a multi-course formal program.

2. Seek approval from your Dean that you are pursuing the development of a CGE program.

3. If your proposed program is to be offered at a distance or online, contact the TILT office. You will be assigned a TILT team member to assist you through the process.

4. Prepare to address questions regarding the following subjects at a preliminary contact meeting with DCGE:
   a. The Commitment of your Academic Department, name of your proposed program, and a very brief description of the program and how it meets department and college mission and goals. What careers (or promotions) can a student expect upon earning the certificate or degree? What is unique about this program from Fresno such as being nationally recognized, or having expert faculty?

   b. Identify the type of program: certificate, degree, degree completion and how many units of credit will be required. Will your students be matriculated students stateside at the time they are participating in your program?

   c. Name the Faculty Team Leader who will prepare the proposal and guide faculty through the planning process as well as the name of Faculty who will be developing the courses and teaching each course, regular or adjunct. Can Faculty stay within 125% load, and how will Faculty be selected to participate? This includes all approvals from Department Curriculum, College Curriculum, and University (Undergraduate, Graduate) committees as well as TILT approval for online courses.

   d. Is the program Undergraduate level or Graduate level, and is it currently offered stateside, is it revised, or completely new, or non-credit?

   e. Describe the target audience and the results of your needs assessment you conducted; describe any competition with other institutions.

   f. Identify the proposed instructional delivery method (face to face, online, hybrid, etc).

   g. Identify the length of program, including unusual or creative length of academic terms designed to meet the needs of adult students.

   h. Anticipate the number of students in each cohort, number of cohorts, and program sustainability.

   i. Identify if the program requires WASC approval, and/or other accreditation approval. WASC approval is needed for new degree programs, which needs to be scheduled and paid significantly in advance.

   j. Identify the proposed start date, keep in mind all courses must appear in the current University *Catalogue* prior to scheduling; degree programs must have formalized approval from WASC.

   k. Identify any needs for special services to develop the program or meet the needs of the students.

   l. Identify any outside grant funding available for development or implementation. Contact Grants & Contracts if necessary.

   m. Identify any needed contact persons with other CSUs or other academic institutions, or partnerships with agencies, or companies, as necessary.

   n. Identify any admission requirements and pre-requisites.

   o. List the course numbers and titles, and if any are pre-requisite to other courses in the program. For new courses, identify the approval status (see c above).

   p. Estimate, based on your needs analysis, the fees per unit will students be willing/able to pay.

   q. Identify any additional resources you need to reach your intended audience.

5. Contact DCGE to schedule a meeting to discuss the details of Step 4. Bring your faculty team and team leader to the meeting. Invite your Department Chair to attend.