

Tracking Schedule for New Program Proposals

Graduate Proposal

Undergraduate Proposal

Proposal Title: _____

Contact Information: _____

College or School: _____

Table 1 tracks the initial proposal, all revisions, and their dissemination through the Provost's office.

Table 2 tracks all committee responses, reports, and approvals. Each should be sent electronically to the Provost, the Steering Committee, the other three committee Chairs, the contact person, and the appropriate Dean. *In order to minimize inconsistencies and avoid duplication the contact person should wait for all committee reports before revising the proposal.* The dated revision should be sent to the Provost's Office for dissemination. Once a committee has approved a proposal no further action is needed by that committee. However, the committee's chairperson will continue to receive revisions so that inconsistencies can be avoided. If necessary, a committee can reexamine a proposal that has been substantively changed since its approval.

Table 3 tracks the Registrar's assignment of a rubric, the Provost's, the Steering Committee's, and the Senate's disposition of the program, as well as final approvals of the Provost's group and the Board of Trustees.

Table 1: Date Initial Proposal and Revisions Received in Provost's Office and Disseminated			
	Date on Proposal*	Date Received in Provost's Office	Date Sent to Committees
Initial Proposal			
Revision 1			
Revision 2			
Revision 3			
Revision 4			

**Initial proposal and revisions must be dated and sent to the Provost's office so that revisions can be tracked.*

Table 2: Date of Committee Responses, Reports, and Approval				
	University Assessment Committee	Undergraduate Proposal: University Committee on Undergraduate Instruction Graduate Proposal: Graduate Council	Senate Planning Committee	Senate Budget Committee
Initial Proposal				
Revision 1				
Revision 2				
Revision 3				
Revision 4				
Approval				

Table 3: Date and Final Disposition		
	Date	Disposition
Registrar's Office		
Provost		
Steering Committee		
Senate		
Final Proposal Received		
Provosts Meeting		
Board of Trustees		