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**Updating Process**

**New and Extended Academic Programs**

The following are the steps to update Assessment and Accreditation records when new and extended academic programs are approved through the Curriculum Proposal Management (CIM) system. The updating process will be ongoing, reflecting the regular updates received from CIM and the Curriculum Management staff.

**Step 2:** Collect Assessment Lead Information

New assessment lead information needed for these programs:

• New majors

• New minors

• New certificates

**Step 1:** Select Academic Program Type

• New Majors – **Skip Step 3**
• New Minors – **Follow All Steps**
• New Certificates – **Follow All Steps**
• Adding a Campus or Modality – **Skip to Step 5**
• Changing Existing Minors/Certificates to Majors – **Skip to Step 5**
• Suspending/Terminating Program – **Skip to Step 5**

Updates we need to make to *Assessment Leads – Contact List* **or** *Graduate Assessment Contacts* spreadsheets:

• Add program type: Major, Stand Alone (SA) minor, Certificate, OR

 Associated minor reporting with a major

• Add name(s) of assessment lead(s)

• Add email(s) of assessment lead(s)

• Update additional locations, if needed

• Make any notes, such as assessment lead updates or why a program is

 suspended/terminated

• Record the date a new or suspended program is updated

**Step 5:** Update Assessment Leads Contact Lists

Reach out to CIM originator for contact information for assessment lead if we do not have this information already.

**Step 4:** Contact CIM Originator

Information needs to be requested for these programs:

• New minors

• New certificates

Is a program associated with an existing major or is it a stand-alone minor/certificate?

**Step 3:** Information Requests

Updates we need to make to *All Program Tracking* spreadsheet:

• Add/update program college

• Add/update program name

• Add/update appropriate program degree type (Major, Stand Alone (SA)

 minor, Certificate, OR Associated minor reporting with a major)

• Add/update location(s)

**Step 6:** Update Program Tracking List

Send email to program lead offering support and proving information about annual assessment reporting.

**Step 7:** Communicate with Assessment Leads

Questions about the updating process should be directed to **Kristin Nagy Catz**, Director of Assessment or **Heath Henry**, Assessment Coordinator.

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