

Phase 1 Information Gathering

- Program meets with UTEP Connect to discuss and acquire information on the process
- State Authorization Manager researches comparable programs
- Program chair discusses with faculty
- Program acquires academic dean approval

Phase 2 Approvals: Started 12 months + prior to desired launch

- Department meets with the Provost's Office to determine the level of approvals needed
- Department informs UTEP Connect of level of approvals and timeframe
- Department meets with committees, Faculty Senates, relevant Boards for various approvals
- Approval from Provost's Office
- Roles and responsibilities review
- Program mapping

Phase 3 Operations: Started at least 9, completed no later than 6 months prior to desired launch

- Courses**
 - Department submits list of program courses
 - UTEP Connect develops course carousel, department approves carousel
 - UTEP Connect provides development schedule
- Financials**
 - EUBC uses course carousel and program mapping to create financial model
 - Department approves financial model
 - EUBC sends financial model to VPBA for approval, Budget Office for cost center creation, and Student Business Affairs
 - EUBC verifies tuition and fee distribution tables
- Marketing**
 - Department submits completed marketing questionnaire
 - Marketing creates copy for web page and one-sheeter
 - Department approves copy
 - Marketing creates website/one-sheeter/emails
 - Marketing works with third-party digital marketing partner to create other materials
- Recruitment**
 - Department submits recruiting and advising questionnaires
 - Recruitment creates knowledge base
 - Works with Office of Admissions or Graduate School for application
 - Department meets the Enrollment Counselor
- State Authorization**
 - Manager assesses authorization requirements
 - Manager reviews extra process for licensure or internships when applicable
 - Manager determines if program will be on Academic Common Market
- Advising**
 - Student Success Advisor assigned for undergraduate programs
 - Program clarifies degree requirements
 - Graduate degree advising referred to department contacts

Phase 4 Development : Started 4 months prior to desired launch

- Faculty take Teaching Online Academy
- Faculty submit course production proposal for new courses 16 weeks prior to start of term
- Faculty work with the Center for Instructional Design to develop online courses
- Course is tech-reviewed, department makes corrections
- Course is completed 2 weeks before start of term
- Recruitment admits first cohort
- Student Success Advisor advises and registers students for undergraduate programs
- First cohort begins