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