

Curriculum Development

Home / Curriculum Development / Academic Planning Cycle

Academic Planning Cycle

- Curriculum Development
- Academic Planning Archives
- Academic Planning Cycle**
- Assessment
- Curriculum ChangeMaker
- Curriculum and Academic Programs Committee (CAPC)
- Degree Audit Resource Center
- University General Studies

2017-2018 Academic Planning Cycle Process and Instructions

The academic planning process is designed to initiate any of the following actions:

- the establishment and disestablishment of all new degrees, minors, concentrations and certificates;
- renaming of degrees;
- moving degrees or certificates from one academic unit to another academic unit
- establishing or disestablishing any department, division, school or college;

We have four important changes during this planning cycle:

1. Any proposal that will require resources from central funds must list all of the resources on the form included in the planning documents.
2. Any proposal related to a degree, minor, concentration or certificate must include an analysis of the market need.
3. Any proposal related to a degree, minor, concentration or certificate must include the learning outcomes.
4. Any proposal related to a degree, minor, concentration or certificate must include the assessment plan, and the plan must have direct measures of student learning such as digital portfolios tied to rubrics.

Due Dates

Assessment plans are submitted as part of the proposal process in Curriculum ChangeMaker and are due to the [University Office of Evaluation and Educational Effectiveness](#) level in Curriculum ChangeMaker by **September 1** to allow for feedback and editing.

Finished proposals are due in Curriculum ChangeMaker by **September 15**.

Access to Curriculum ChangeMaker

Please contact CurriculumPlanning@asu.edu to request access to [Curriculum ChangeMaker](#) or for training on how to submit the plan through Curriculum ChangeMaker.

The Academic Planning forms in Curriculum ChangeMaker will be similar to the templates that have been used in the past in terms of the types of proposals and the information needed for each proposal but with some new fields added. The categories of proposals to be submitted for academic planning include:

- Academic Programs (i.e., new or changes to existing degree programs, concentrations, minors, certificates)
- Academic Organizations (i.e., new or changes to existing College, School, Division, Department)

The dean or dean's designee must review all submissions and only move forward the proposals that have the dean's support.

Please do not include items approved for inclusion during the past three years because these will be carried forward automatically. The lifespan of an approved action is three years. For approved academic program proposals that have not yet been implemented, please see the following:

- [Program Implementation tracking \(GoogleDoc\)](#)
- [Concentrations, Minors and Certificates tracking \(GoogleDoc\)](#)

Provost Notification

Provost Searle will review all submissions and make final decisions about what is presented to the Arizona Board of Regents. No program can be implemented until all approvals have been completed and final notification to implement has been communicated from the Office of the University Provost.

If a dean wants to begin the internal review process with [CAPC](#) and the [University Senate](#) during the fall 2017 semester, please contact [Frederick Corey](#) or [Alfredo Artilles](#). The provost will need to give preliminary approval.

NOTE: Programs Requiring Fees

Proposals requiring a program fee must be reviewed and approved through the current budget and tuition/fee approval process. Questions about the program fee process should be directed to [Sheila Ainlay](#).

Questions

Should you have questions about the Academic Plan process, please contact CurriculumPlanning@asu.edu or [Katie Jensen](#).

Any questions regarding graduate programs should be directed to [Alfredo Artilles](#). [Frederick Corey](#) can assist with questions regarding undergraduate programs and organizational changes. [Shelly Potts](#) can assist with the assessments.

Questions regarding centers or institutes should be directed to centers-institutes@asu.edu.

Office of the University Provost

Arizona State University is a top ranked research university in the greater Phoenix metropolitan area.

[Contact Us](#)

Academics

[Academic Integrity](#)

[Academic Accreditation](#)

[Academic Advisors](#)

[Academic Partnerships](#)

[Committees](#)

[eAdvisor™](#)

[University Senate](#)

Faculty and Staff

[Academic Personnel](#)

[Business and Finance](#)

[Curriculum Development](#)

[Faculty Excellence](#)

Initiatives

[Campus Safety](#)

[Inclusion](#)

[The LEAD Project](#)

About

[Leadership](#)

[ASU Facts](#)