ONLINE PROGRAM PROPOSAL PROCESS

Program Proposal Entry:

1. Login to MySFA. Click the “myServices” tab. Click the “Program Proposal” link under “Faculty Services Links.”
   - You must have faculty status to access the online program proposal process.
   - The first time you access the process, you may have to log in a second time. Use your MySFA username and password to login to the system.
   - The process performs better when using Chrome, Firefox or Internet Explorer 11 browsers.

2. Choose 'Add' for a new program, 'Modify' to revise an existing program or 'Delete' to remove a program from inventory.

3. Once you have clicked the first “submit” button, you can exit and return later to complete the submission.

4. If you are using Internet Explorer 11 with compatibility on, your navigation bar may appear blank with a drop down symbol (box with three lines-see screenshots below) in the upper right corner. Clicking the drop down bar will allow you to access the navigation menu, as in the screenshot below. It is suggested that you turn compatibility off or use Chrome or Firefox instead.
Program Deletion:

1. Choose “Delete” then “New” from the navigation bar to submit a new proposal. To continue working on a Delete proposal previously entered but not submitted, choose “Modify” then “Edit/Verify.” To view a previously submitted Delete proposal, choose “Delete” then “History.” Choose the term, department and college from the drop down options. Enter the name of the specific program and the reason for deletion in the appropriate text boxes.

2. Click “Next” to review information.
3. Click “submit” if information is correct.

4. Click “ok” in popup box to confirm deletion and move the proposal to the first approval level.
5. Your program deletion submission will be confirmed.

6. You can review your submission and its status in Program Proposal by choosing “Delete” then “History” in the navigation bar. Click “content” to view the deletion submission information.
Program Proposal: Deletion

Entry Details

Overview  Content

Status Information
The submission is currently awaiting the Chair’s decision.

Submitted By:
Langham, Lynda S. on 04-05-14
Chair’s Info:
Dean’s Info:
Committee Info:

Instructions  Add  Delete  Modify  Approval

Program Proposal: Deletion

Entry Details

Overview  Content

Deletion Content:
Effective Year/Term:
Fall 2015
Name of Program:
Old Program
Department:
SACV
College:
LA
Primary Reason for Program Deletion:
No longer needed.

Program Modification:

1. Choose “Modify” then “New” to submit a new program modification. To continue working on a Modification proposal previously entered but not submitted, choose “Modify” then “Edit/Verify.” To view a previously submitted Modification proposal, choose “Modify” then “History.”
2. Choose the appropriate area for modification by clicking the box. Select the effective year and enter the required information by clicking the down arrow or entering text into the box.
3. Complete the “Change of Required Courses” table below to detail program changes. Please double check that all information is accurate and that the hours add up correctly and consistently with prior information.

![Program Proposal: Modify](image)

<table>
<thead>
<tr>
<th>Change of Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change Table:</strong></td>
</tr>
<tr>
<td><strong>Current Program:</strong></td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many credit hours is the current program:</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>How many credit hours will the new/modified program be:</td>
</tr>
</tbody>
</table>

4. Complete the required information for the program changes you chose in the first screen.
5. Completed “Other Information,” and if you answer “yes” to the non-counting pre-requisites question, list the prerequisites, the number of credit hours, and an explanation in the table.

6. Click “Next” to verify the information you have entered, or click back to make corrections.
7. After clicking next, you will have an opportunity to verify the information you have entered.

8. After verifying the information, click “submit” and “ok” to move the submission into the approval queue.
9. You will receive a confirmation of submission.

Program Addition:

1. Choose “Add” then “New” from the navigation bar to submit a new proposal. To continue working on an Add proposal previously entered but not submitted, choose “Add” then “Edit/Verify.” To view a previously submitted
Add proposal, choose “Delete” then “History.” Choose the term, department and college from the drop down options. Enter the name of the specific program and the required information in the appropriate text boxes.

2. Click “Next” to continue required information entry.
3. Enter the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program into the “Enrollment Projections Table.” (Include majors only and consider attrition and graduation.)

4. Enter the five-year costs and sources of funding for the program into the “Five Year Costs and Funding Sources Table.” Click the blue “I” buttons for additional information about the information requested. Click “Next” to continue entering information, “Reset” to clear the page or “Go Back” to return to the previous page.

1. Enter the degree requirements of the program into the “Degree Requirements Table.” (If necessary, replicate the table for more than one option and upload the additional table as an attachment.) Click “Next” to continue entering information, “Reset” to clear the page or “Go Back” to return to the previous page.
5. Enter the required courses and prescribed electives of the program into the Curriculum Tables. Note with an asterisk (*) courses that would be added if the program is approved. *(Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.)* Click “Next” to continue entering information, “Reset” to clear the page or “Go Back” to return to the previous page.

![Curriculum Tables](image1)

6. Upload the required documentation. The uploaded files should have distinctive file names relative to each documentation requirement.

![Program Proposal: Add](image2)

7. When you click the “File Upload” button, the following screen will appear. Click “Choose File” and a window will pop up to allow you to browse to the file location.
8. When you click the submit button, a confirmation message will be shown, including the name of the document.

9. Click ok to confirm and submit. You will receive a confirmation screen.
If you wish to view your submissions to check on the status, you will need to click the appropriate “Add,” “Delete,” or “Modify” down arrow on the navigation bar and then select “History.”
Chair and Dean Approval Process:

1. Access your program proposals awaiting approval by clicking “Approval” in the navigation bar and choosing the category you wish to review.

2. The program proposals requiring your approval will be listed. Click on the title of the course to review the program information.

3. The status bar will indicate the approval status of the program proposal.

4. Click the content tab to review the program proposal information.

5. If the program proposal does not need further modification, choose “approve” or “reject” from the drop down decision box and click “submit decision.” If it requires modification, click “revisions needed” and type your comments into the text box. When comments are entered, click “submit decision.”

For questions or assistance with this process, please contact Lynda Langham at Ext. 2120.