

# Development of New Online Self-Funded Program within the College of Pharmacy

The purpose of this document is to provide a general overview of the process to develop a new online self-funded program within the College of Pharmacy. Those outside of Pharmacy should reach out to their respective Academic Units for guidance.

Sarah Wilson, Director of Academic Support Services, ([skbarker@ufl.edu](mailto:skbarker@ufl.edu)) is the primary contact for any COP Program planning to start a new online, self-funded program. Before beginning this process, reach out to her for an initial consultation. She should be included in all steps related to the approval of any new program offered by COP.

## Milestone outline

Below is an outline of the milestones towards developing a new online program within the College of Pharmacy. This includes projected timeline and role responsibilities.

Total timeline for program startup: 2 years before planned launch

- Milestone 1: Concept approval
  - Approving authority: Associate Dean EP and Dean's office
  - Submission: Program responsibility
- Milestone 2: Curriculum Development and Self-funded proposal development
  - Start: concept approval- milestone 3.
  - Suggested timeframe – one month
  - Responsible Roles:
    - Curriculum: Program responsibility
    - Self-funded: Program and SW
- Milestone 3: COP Curriculum and Budgetary approval.
  - Suggested timeframe – one month
  - Responsible roles:
    - Approving authority: CFO, Associate Dean EP and Dean's office
    - Curriculum: Program responsibility
    - Budget: SW
- Milestone 4: Curriculum approval.
  - Start: milestone 3. Can take up to a year. Must be completed before milestone 5
  - Responsible roles
    - Approving Authority: Graduate School/Graduate Council
    - Submission: SW
- Milestone 5: Self-funded approval.
  - Start: Milestone 4. Takes at least 4 months. Must be completed before marketing can begin.
  - Responsible roles:

- Approving Authority: Office of T&T
- Submission: SW

\*\*Seed funding starts: 1 year before launch

- Milestone 6: Website Built.
  - Start: 6 months before planned launch. Cannot be launched until self-funded approved
  - Responsible roles:
    - Creation: Creative Works
    - Subject Matter Expert (SME): Program
  
- Milestone 7: Marketing Plan Developed
  - 6 months before planned launch. Cannot launch marketing tactics until self-funded approval
  - Responsible roles:
    - Creation: COP Enrollment Marketing
    - SME: Program
  
- Milestone 8: Course Development in Canvas
  - Start: 6 months before planned launch
  - Responsible roles:
    - Creation: DESS
    - SME: Program
  
- Milestone 9: Program Launch

### Curriculum Approval

The timeframe for this process from start to finish can vary depending on a number of factors including: design of the program, use of courses from other college, buy-in from faculty, department and college, approval timeframe from outside bodies including graduate school, graduate council, the provost's office and the state. **Expect this process to take 1-2 years from start to finish.**

The first steps in the curriculum development process are internal. We recommend that the Program Director and/or Department Chair discuss plans with Dr. Keller-Wood, their Department Chair, and Sarah Wilson early to avoid any confusion over what is required.

Expected Timeline: Varies greatly by program/department/college. Minimum 1 year.

Steps:

- Course approval
  - The university requires all individual courses to at least be submitted for approval before the program itself will be considered: <https://approval.ufl.edu/start-new-request/>
  - All course requests are reviewed and approved by the Graduate School. Note that this committee only meets in the Fall and Spring and reviews requests on a first come, first serve basis dependent on the number of requests on their agenda.

- Note that all new courses must first be approved by the department and college they are being offered under BEFORE being evaluated by the university. Each dept./college may have its own procedure for internal approval and should be consulted early in this process.
- Faculty role:
  - Identify faculty for each course
  - Work with COP HR and Sarah Wilson to officially hire/identify faculty
    - Note that faculty cannot complete any work related to the program until their hire has been officially approved.
  - Develop syllabi for each course
  - Develop SLOs for each course
  - Request approval from Dean, Associate Dean, Department chair, and COP Curriculum Committee as needed.
  - Attend Graduate School meetings
  - Provide timely response and feedback to graduate school questions
- Sarah Wilson role:
  - Provide syllabi template for college
  - Provide syllabi consultation from Instructional Design team
  - Provide guidance regarding college and university best practices
  - Submit courses for approval in UF system
  - Attend Graduate School meeting
  - Guide program through feedback provided by approval groups
- Program approval
  - Types of programs:
    - Certificate
      - Graduate Certificate Policies: <https://approval.ufl.edu/media/approvalufledu/Graduate-Certificate-Policy.pdf>
    - Concentrations under existing degrees (does not require university senate, BOT and BOG approval).
    - New Degree programs
      - Requires approval from Faculty Senate, BOG, and BOT
      - <http://aa.ufl.edu/policies/academic-degree-programs/developing-programs/>
  - Approval website: <https://approval.ufl.edu/start-new-request/#specialization>
    - All program requests are reviewed and approved by the Graduate Council. Note that this committee only meets in the Fall and Spring and reviews requests on a first come, first serve basis dependent on the number of requests on their agenda.
    - All new programs must first be approved by the department and college they are being offered under BEFORE being evaluated by the university. Each dept./college may have its own procedure for internal approval and should be consulted early in this process.
  - Faculty role:

- Develop curriculum plan
    - Develop rationale for program
    - Develop preliminary market evaluation
    - Develop preliminary Academic Assessment Plan for new program
    - Request feedback and approval from Dean, Associate Dean, Department Chair and COP Curriculum Committee as needed
    - Attend Graduate Council meeting
    - Provide timely response and feedback to graduate council questions
  - Sarah Wilson role:
    - Provide guidance regarding college and university best practices
    - Provide previous program proposals as template
    - Submit program for approval into UF system
    - Attend Graduate Council meeting
    - Guide program through feedback provided by approval groups
- Academic Assessment Plan
  - All programs offered at UF must have an approved Academic Assessment plan. Programs are required to submit SLOs with the program approval. However, formal approval of the SLOs and the Academic Assessment Plan are also required and should be submitted shortly after the program is approved and students are enrolled.
  - <https://assessment.aa.ufl.edu/academic-assessment/procedures-for-developing-new-assessment-plans/>
  - In addition to an AAP, graduate degrees (not certificates) also require a comprehensive final exam for graduation. This should be developed in collaboration with your department and is often used for AAP reporting.
  - Faculty role
    - Develop Academic Assessment Plan
    - Request approval from Dean, Associate Dean, Department chair, and COP Curriculum Committee as needed.
    - Submit plan to Office of Institutional Assessment: <https://approval.ufl.edu/start-new-request/#alc>
    - Attend OIA meetings
    - Provide timely response and feedback to OIA questions
    - Once approved, track SLOs and submit to UF yearly
    - Develop and administer final comprehensive exam for all MSP degree candidates
  - Sarah Wilson role:
    - Provide guidance regarding college and university best practices
    - Provide examples of past AAPs for use as a template
    - Provide guidance regarding tracking and submission of SLOs on yearly basis
    - Provide final exam deadline each semester
    - Enter final exam information into Graduate School system

### Self-funded Approval

Distance learning (fully online or on-site off-campus) degree and certificate programs seeking self-funded status must undergo a multilevel review and approval process. That process is managed by the

Office of Teaching and Technology. Within the college of Pharmacy, all self-funded approval requests must first be reviewed by the EP Associate Dean before being submitted to the Dean for final, internal approval.

Expected Timeline: Approval of the courses and program must be completed before the program can be approved as self-funded, however, gathering the materials, initial communications with the T&T office and other preparations can and should begin before the curriculum is fully approved. **The T&T office advises programs to expect at least four months (fall and spring only) for the approval process from date of submission. A program cannot be advertised until it receives self-funded approval, therefore, this process must be completed before the marketing plan can be launched.**

Steps:

- Please see the following website for detailed instructions regarding the self-funded approval process: <https://tnt.aa.ufl.edu/policies/#self-funded-approval>
- Please see the following website for self-funded policies: <https://tnt.aa.ufl.edu/media/tntaaufledu/forms/self-supporting-policies-20190314.pdf>
- Internal approval:
  - Step 1 of internal approval: Sarah Wilson (review and feedback)
  - Step 2 of internal approval: EP Associate Dean
  - Step 3 of internal approval: Dean Johnson
- Faculty role:
  - Input on budget
    - Faculty expense
    - TA expense
    - GA expense
  - Input on marketing profile: significant research, data and information is needed describing the target audience, competitors, and demand for the program. Faculty will work closely with marketing team and the SME to develop this section of the proposal.
- Sarah Wilson role:
  - Provide guidance regarding college and university best practices
  - Provide previous program proposals as template
  - Create a Budget
    - Budget template
    - Input from various offices including DESS, Creative Works and Marketing regarding program costs
    - Review budget with Associate Dean and CFO's office
  - Assist with marketing profile
  - Submission of proposal and follow up with provost's office