

Flow Chart – San Francisco State University ONLY
 Program-to-Program Development and Delivery
 College of Marin/San Francisco State University Partnership

COM/SFSU department faculty develop program proposal Per program development Guidelines (see attached)	
Proposal routed to chair & dean for signatures	
Proposal routed to AVP of Program Development for signature	
Faculty sends proposal electronically to chair of the COM/SFSU Faculty Planning Committee. Chair establishes the date for formal review and forwards the proposal electronically to the Faculty Planning Committee a minimum of 10 days before the formal review meeting.	
Joint COM/SFSU Faculty Planning Committee meets. Proposal is presented by department faculties. Minutes of the meeting reflect “approval” or “revisions needed”.	
Campus chairs and deans notified of approval or “revisions needed” by _____ (SFSU appointee)	
If approved:	Revisions Needed:
Program delivery schedule established.	SFSU appointee returns proposal with written responses and questions to originating faculty.
Logistics established and set in motion - see attached logistic matrix.	Above steps are repeated until proposal receives final “Approval” or “Denial”
Program marketing/outreach plan developed: Potential students/participants Potential support resources	
Program marketed/advertised.	
Program delivered.	
Program evaluated: <u>Part 1</u> Faculty develops an appropriate evaluation tool for use by students/participants. Evaluation administered at conclusion of program. Department faculties analyze evaluation results each semester.	
<u>Part 2</u> COM/SFSU Faculty Planning Committee reviews programs annually and provides written feedback to department faculties.	
Faculties make program adjustments for next cycle of program offerings.	

