



PROGRAM DEVELOPMENT: Stakeholder Meeting

The intent of a stakeholder meeting is to create awareness of a new program throughout the Institute, to provide the operational and service groups with some fundamental information about the proposed program, and to provide the program champions with feedback as they start work on their program proposal.

The stakeholder meeting is held once the Notice of Intent has been approved and a program map has been developed (see Policy/Procedures 5401). This document lists the information you'll need for this meeting.

Program Information

- Program name
- Overall length of program
- Projected start date
- Type of credential
- Entrance requirements
- Location (campus) where program is taught
- Program map
- Program contact (program assistant, program head, program leader—email and phone number)
- Delivery format (full time, part time, part-time accelerated, modified delivery, distance education, online)
- Details of any practicum, clinical placement, preceptorship, co-op, or work-placement components of the program, if applicable (contact Student Financial Aid & Awards for their checklist of specific requirements)
- If the program is considering an international exchange component, has the program been structured to take into account term start dates and lengths at partnering institutions?

Library Information

- Indicate if current library resources (electronic, print, video) meet program requirements (discuss with librarian)
- Indicate new library resources required and estimated costs to acquire them
- Indicate any available funding sources for library resources

Marketing

- Indicate that the Marketing Department has been contacted to discuss issues such as recruitment goals, target markets, communication strategies and tactics, timelines, etc.