

**Curriculum Checklist – New AAS Degree**

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the creation of new AAS programs. Steps are listed in order.

**Items initiated by the submitting department are in bold**

|  |  |  |
| --- | --- | --- |
| Department Completes Initial Planning | | |
| Involve advisory Committee | | |
| Discuss new program with dean | | |
| Department Submits Forms to Curriculum Office | | |
| Form | **Resources** | **Due Date** |
| [Notice of Intent](file:///I:\Curriculum%20Office\New%20Programs%20Checklist%20Project\Notice%20of%20Intent.pdf) | [Guideline for NOI](file:///I:\Curriculum%20Office\New%20Programs%20Checklist%20Project\Guidelines%20for%20NOI.pdf) | [1st Friday of the Month](file:///I:\Curriculum%20Office\New%20Programs%20Checklist%20Project\State%20Application%20Timelines%202016.pdf) |
| [Labor Market Information](file:///I:\Curriculum%20Office\New%20Programs%20Checklist%20Project\LMI%20Worksheet.rtf) |  |  |
| [State Application](file:///I:\Curriculum%20Office\New%20Programs%20Checklist%20Project\CTE%20Application%202016.doc) | [Application Guide](file:///I:\Curriculum%20Office\New%20Programs%20Checklist%20Project\CTE%20Application%20Guide.doc) | 6/30/16 |
| [New Program Form](file:///I:\Curriculum%20Office\New%20Programs%20Checklist%20Project\Curriculum%20Committee%20New%20Program%20Form%20-%20Blank.docx) |  | [2 weeks before last Curriculum Committee meeting in Feb.](http://www2.clackamas.edu/committees/cc/index.aspx?content=meetings) |

**Next Steps for Curriculum Office**

Curriculum Committee approves new program

**Board of Education approves new program**

State approves new program

Curriculum Office submits Substantive Change Proposal submitted to NWCCU

Curriculum Office notifies Financial Aid Office

Curriculum Office notifies Workforce Development Services

Program begins 5-year review cycle