

**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**

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| Department Completes Initial Planning |
| [x]  Involve advisory Committee |
| [x]  Discuss new program with dean |
| Department Submits Forms to Curriculum Office |
|  Form | **Resources** | **Due Date** |
| [ ]  [Notice of Intent](file:///I%3A%5CCurriculum%20Office%5CNew%20Programs%20Checklist%20Project%5CNotice%20of%20Intent.pdf) | [Guideline for NOI](file:///I%3A%5CCurriculum%20Office%5CNew%20Programs%20Checklist%20Project%5CGuidelines%20for%20NOI.pdf) | [1st Friday of the Month](file:///I%3A%5CCurriculum%20Office%5CNew%20Programs%20Checklist%20Project%5CState%20Application%20Timelines%202016.pdf) |
| [ ]  [Labor Market Information](file:///I%3A%5CCurriculum%20Office%5CNew%20Programs%20Checklist%20Project%5CLMI%20Worksheet.rtf) |  |  |
| [ ]  [State Application](file:///I%3A%5CCurriculum%20Office%5CNew%20Programs%20Checklist%20Project%5CCTE%20Application%202016.doc) | [Application Guide](file:///I%3A%5CCurriculum%20Office%5CNew%20Programs%20Checklist%20Project%5CCTE%20Application%20Guide.doc) | 6/30/16 |
| [ ]  [New Program Form](file:///I%3A%5CCurriculum%20Office%5CNew%20Programs%20Checklist%20Project%5CCurriculum%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