

ISP 162

Program Creation and Approval

PURPOSE

Establishes the steps required for all new programs defined as degrees and certificates and Associate of Science Area of Emphasis.

SUMMARY

Described below is the program approval process for all new degrees and certificates and Associate of Science Area of Emphasis. All new programs must be approved by Curriculum Committee, CCC Board of Education, the Office of Community Colleges and Workforce Development (CCWD), and the Northwest Commission on Colleges and Universities (NWCCU).

STANDARD

- A) Departments are required to gain approval from the Division Dean for all new programs prior to notifying the Curriculum Office. In addition, new CTE program proposals must be reviewed and endorsed by the appropriate Advisory Committee
- B) All new programs must meet all required state and/or accreditation requirements
- C) All new Associate of Science Area of Emphasis proposals must include documentation of agreement with the partnering institution, CCC course equivalency, and a new program form
- D) All new CTE program proposals, except for Career Pathway Certificates, must include a notice of intent (except for AAS Options), labor market information (except for AAS Options and Business & Industry AAS degrees), state CTE program of study application, and a new program form
- E) Career Pathway Certificate program proposals must include a notice of intent, state program amendment form, career pathway roadmap, and a new program form.
- F) Programs that have been inactive for more than three years must complete the new program approval process in order them to be offered again
- G) The Curriculum Office will be responsible for updating Colleague, CCWD, and NWCCU about newly approved programs
- H) The Curriculum Office will make available a process document outlining the steps and requirements for creating a new AS Area of Emphasis agreement, AAS degree, AAS option, Certificate of Completion, or Career Pathway Certificate
- I) The Curriculum Office will track the progress of new program approvals

REVIEW HISTORY

ISP Committee	Approval	[Date]
College Council	Reviewed	February 20, 2015
College Council	Reviewed	February 20, 2004
College Council	Reviewed	January 25, 2000

Associate of Science degrees are intended to prepare students to transfer into an upper division baccalaureate degree program.

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

Department Completes Initial Planning	
<input type="checkbox"/>	Discuss new program with dean
<input type="checkbox"/>	Involve advisory committee – attach membership and minutes
Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)	
Form	
<input type="checkbox"/>	Documentation of agreement with partnering institution
<input type="checkbox"/>	CCC Course Equivalency
<input type="checkbox"/>	New Program Form

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves new program
- Curriculum Office submits Substantive Change Application and Proposal to NWCCU
- NWCCU approves new program
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.
- Program begins 5-year review cycle

Associate of Applied Science (AAS) degrees are intended to prepare graduates for direct entry into the workforce.

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

Department Completes Initial Planning

- Discuss new program with dean
- Involve advisory committee – attach membership and minutes

Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)

Form	Resources
<input type="checkbox"/> Notice of Intent	Guideline for NOI
<input type="checkbox"/> Labor Market Information	
<input type="checkbox"/> State CTE Program of Study Application	Application Guide
<input type="checkbox"/> New Program Form	

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves new program
- Curriculum Office submits forms to CCWD
- CCWD approves new program
- Curriculum Office submits Substantive Change Application and Proposal to NWCCU
- NWCCU approves new program
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.
- Program begins 5-year review cycle

Career Pathway Certificates of Completion are wholly contained in an approved Associate of Science degree or Certificate of Completion.

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

Department Completes Initial Planning	
<input type="checkbox"/> Discuss new program with dean	
<input type="checkbox"/> Involve advisory committee – attach membership and minutes	
Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)	
Form	Resources
<input type="checkbox"/> Notice of Intent	Guideline for NOI
<input type="checkbox"/> State Program Amendment Form	
<input type="checkbox"/> Career Pathway Roadmap	
<input type="checkbox"/> New Program Form	

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves new program
- Curriculum Office submits forms to CCWD
- CCWD approves new program
- Curriculum Office submits Minor Change Notification to NWCCU
- NWCCU approves new program
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.
- Program begins 5-year review cycle

Certificates of Completion between 45-60 credits have a defined job entry point and are completed in one year.

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

Department Completes Initial Planning

- Discuss new program with dean
- Involve advisory committee – attach membership and minutes

Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)

Form	Resources
<input type="checkbox"/> Notice of Intent	Guideline for NOI
<input type="checkbox"/> Labor Market Information	
<input type="checkbox"/> State CTE Program of Study Application	Application Guide
<input type="checkbox"/> New Program Form	

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves new program
- Curriculum Office submits forms to CCWD
- CCWD approves new program
- Curriculum Office submits Substantive Change Application and Proposal to NWCCU
- NWCCU approves new program
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.
- Program begins 5-year review cycle

Certificates of Completion between 12-44 credits have a defined job entry point and are completed in less than one year.

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

Department Completes Initial Planning

- Discuss new program with dean
- Involve advisory committee – attach membership and minutes

Department Submits Forms to Curriculum Office (submit 2 weeks prior to Curriculum Committee Meetings)

Form	Resources
<input type="checkbox"/> Notice of Intent	Guideline for NOI
<input type="checkbox"/> Labor Market Information	
<input type="checkbox"/> State CTE Program of Study Application	Application Guide
<input type="checkbox"/> New Program Form	

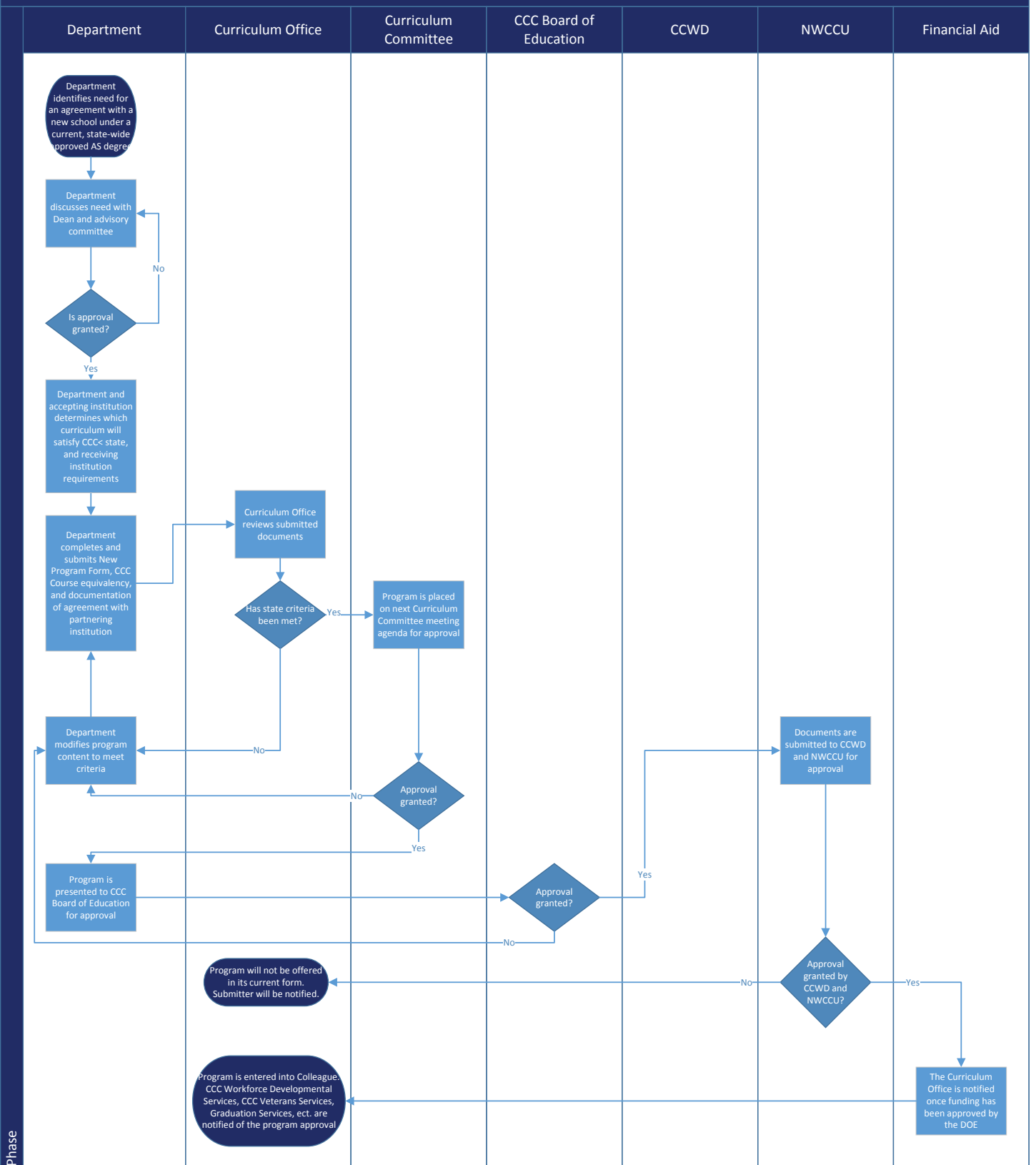
Next Steps for Curriculum Office

- Curriculum Committee reviews and approves new program
- CCC Board of Education approves new program
- Curriculum Office submits forms to CCWD
- CCWD approves new program
- Curriculum Office submits Substantive Change Application and Proposal to NWCCU
- NWCCU approves new program
- Curriculum Office notifies Financial Aid Office, CCC Workforce Development Services, CCC Veterans Services, Graduation Services, etc.
- Program begins 5-year review cycle

Name of Process:	Program Creation and Approval Process		
Process Owner:	Curriculum Committee		
Created By:	Dru Urbassik	Last Updated By:	Dru Urbassik
Date Created:	08/08/16	Last Revision Date:	08/08/16
Process Purpose:	The purpose of the program creation and approval process is to formally outline the steps that are needed to create a new AS with an Emphasis or CTE program.		
Process Input:	The process input for the Program Creation and Approval is the department's determination that a new program is needed. Once this need is identified, the Program Creation and Approval process will be initiated.		
Process Boundaries:	The process boundaries for the Program Creation and Approval Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department's decision that a new program is needed. The process's ending boundary is defined by the creation of a new program.		
Process Flow:	<ol style="list-style-type: none"> 1. The department identifies a need for a new AS with an Emphasis or CTE Program 2. The department meets, discusses, and determines the content for the new program with the Division Dean and Advisory Committee 3. The department completes the appropriate forms for the type of degree they are creating and submits the forms to the Curriculum Office for review: <ul style="list-style-type: none"> - AS with an Emphasis- Documentation of agreement with partnering institution, CCC Course Equivalency, New Program Form - AAS- Notice of Intent, Labor Market Information, State CTE Program of Student Application, New Program Form - AAS Option- State Program Amendment Form, New Program Form - AAS Business & Industry- Notice of Intent, State CTE Program of Study Form, New Program Form - Certificate of Completion (One Year and Less Than One Year)- Notice of Intent, Labor Market Information, State CTE Program of Student Application, New Program Form - Certificate of Completion Career Pathway Certificate- Notice of Intent, State Program Amendment Form, Career Pathway Roadmap, New Program Form 4. The Curriculum Office reviews the forms and ensures state criteria has been met 5. The program is placed on the next Curriculum Committee agenda for approval if the documents are received by the Thursday of the week prior to the next Curriculum Committee meeting. Any documents received after this time will be placed on the following meeting agenda 		

	<ol style="list-style-type: none"> 6. The owner of the program must be present at the Curriculum Committee meeting to introduce the program and answer any questions posed by the committee 7. Once approved by the Curriculum Committee, the department presents the program to the CCC Board of Education for approval 8. Once approved by the CCC Board of Education, the Curriculum Office submits the program forms to CCWD for approval 9. Once CCWD approval is granted the Curriculum Office will submit the correct documentation to NWCCU for approval 10. Once NWCCU approval is granted the Financial Aid office will be notified 11. The Financial Aid office will inform the Curriculum Office if and when program funding has been approved by the DOE 12. The Curriculum Office will enter the new program into Colleague. They will also notify CCC Workforce Developmental Services, CCC Veterans Services, and Graduation Services that the program is approved
<p>Process Output:</p>	<p>The output for this process is a new degree program.</p>
<p>Exceptions to Normal Process Flow:</p>	<ol style="list-style-type: none"> 1. Any new programs that are not reviewed by the Curriculum Committee by the end of the academic year will be reviewed during the following academic year, no later than the second meeting of the new academic year 2. New program requests that are incomplete will not go to Curriculum Committee until a complete request is received by the Curriculum Office 3. New program requests that go to Curriculum Committee but do not have representation may be denied if questions and concerns cannot be addressed and answered. This may result in denial or delay of approval
<p>Time Constraints and Processing:</p>	<ol style="list-style-type: none"> 1. Curriculum Committee does not meet during summer term. New programs submitted during the summer term will be addressed when Curriculum Committee reconvenes in fall term, no later than the second meeting of the new academic year 2. New program requests must be submitted two weeks prior to Curriculum Committee meetings 3. The Curriculum Office will submit new programs to the state within one week of CCC Board of Education approval 4. State approval may take from 4-6 weeks or longer 5. The Curriculum Office will submit new programs to NWCCU within one week of state approval 6. NWCCU approval may take up to 6 months. 7. The Financial Aid Office will update funding information within a week of being notified by NWCCU 8. Funding updates may take from 4-6 weeks to be processed. 9. The Curriculum Office will update the Student Information System within one week of being informed of the funding updates by the Financial Aid Office 10. The entire CTE Program Creation and Approval process may 8 months or longer to complete

New Associate of Science Degree



New CTE Degree

