

**Associate of Science Area of Emphasis 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.

**NO NEW ASSOCIATE OF SCIENCE AREA OF EMPHASIS APPLICATIONS ARE BEING ACCEPTED AS OF SPRING 2016**

### Department Completes Initial Planning

- Discuss new program with the Division Dean

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

#### Form

- Documentation of agreement with partnering institution
- CCC Course Equivalency
- [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



**Curriculum Committee**  
New Associate of Science

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

This form provides additional information required by the NWCCU for accreditation. Signed copies must be submitted two weeks prior to [Curriculum Committee meetings](#).

**NO NEW ASSOCIATE OF SCIENCE AREA OF EMPHASIS APPLICATIONS ARE BEING ACCEPTED AS OF SPRING 2016**

<b>Program Presenter</b>	Click to enter text.
<b>Program Department/Division</b>	Click to enter text.
<b>Program Type</b>	Associate of Science
<b>Complete Program Title</b>	Click to enter text.
<b>Credit Total (90-108)</b>	Click to enter text.

**Catalog description of new program**  
*Must match description from CCWD CTE Program of Study Application*  
Click to enter text.

**Similar to an existing program?**  
Click to enter text.

**Program-Level Student Learning Outcomes**  
*Upon successful completion of this program, students should be able to:*  
Attach document or click to enter text.

**Program-Level Assessment Plan**  
Attach document or click to enter text.

**Courses in the Program**  
[Use CCC Course Catalog format](#)  
Attach document or click to enter text.

**Related Instruction Courses in the Program**  
[Approved Course List](#)  
Attach document or click to enter text.

**Will there be revenues associated with the new program?**

(i.e. bonds, grants, reallocation)

Yes

No

**New Courses needed?**

Yes

No

**New Sections needed?**

Yes

No

**Additional faculty needed?**

Yes

No

**New physical facilities and equipment needed?**

Yes

No

**New Student Services needed?**

[Link to student services listed in the current catalog](#)

Yes

No

**Other expenses?**

Yes

No

**Division Dean Signature/Date**

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**Department Chair Signature/Date**

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**Faculty/Program Lead Signature/Date**  
(optional)

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<b>Name of Process:</b>	Program Creation and Approval Process		
<b>Process Owner:</b>	Curriculum Committee		
<b>Created By:</b>	Dru Urbassik	<b>Last Updated By:</b>	Dru Urbassik
<b>Date Created:</b>	08/08/16	<b>Last Revision Date:</b>	03/23/2018
<b>Process Purpose:</b>	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.		
<b>Process Input:</b>	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.		
<b>Process Boundaries:</b>	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.		
<b>Process Flow:</b>	<ol style="list-style-type: none"> <li>1. The department identifies a need for a new AS with an Emphasis or CTE Program.</li> <li>2. The department meets, discusses, and determines the content for the new program with the Division Dean and Advisory Committee (if applicable).</li> <li>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"> <li>- <b>AS with an Emphasis (No new AS with an Emphasis applications will be accepted as of Spring 2016)</b>- Documentation of agreement with partnering institution, CCC Course Equivalency, New Program Form</li> <li>- <b>AAS</b>- Notice of Application, Labor Market Information, CCWD CTE New Program Application, New Program Form</li> <li>- <b>AAS Option</b>- CCWD CTE New Program Application, New Program Form</li> <li>- <b>AAS Business &amp; Industry</b>- Notice of Application, CCWD CTE New Program Application, New Program Form</li> <li>- <b>Certificate of Completion (One Year and Less Than One Year)</b>- Notice of Application, Labor Market Information, CCWD CTE New Program Application, New Program Form</li> <li>- <b>Certificate of Completion Career Pathway Certificate</b>- Notice of Application, CCWD CTE New Program Application, Career Pathway Roadmap, New Program Form</li> </ul> </li> <li>4. The Curriculum Office reviews the forms and ensures CCWD criteria has been met.</li> <li>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</li> </ol>		

	<p>Curriculum Committee meeting. Any documents received after this time will be placed on the following meeting agenda.</p> <ol style="list-style-type: none"> <li>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.</li> <li>7. Once approved by the Curriculum Committee, the department presents the program to the CCC Board of Education for approval.</li> <li>8. Once approved by the CCC Board of Education, the Curriculum Office submits the program forms to CCWD for approval.</li> <li>9. Once CCWD approval is granted the Curriculum Office will submit the correct documentation to NWCCU for approval.</li> <li>10. Once NWCCU approval is granted the Financial Aid office will be notified</li> <li>11. The Financial Aid office will inform the Curriculum Office if and when program funding has been approved by the DOE.</li> <li>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.</li> </ol>
<b>Process Output:</b>	The output for this process is a new degree program.
<b>Exceptions to Normal Process Flow:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. New program requests that are incomplete will not go to Curriculum Committee until a complete request is received by the Curriculum Office.</li> <li>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.</li> </ol>
<b>Time Constraints and Processing:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. New program requests must be submitted two weeks prior to <a href="#">Curriculum Committee meetings</a>.</li> <li>3. The Curriculum Office will submit new programs to CCWD within one week of CCC Board of Education approval.</li> <li>4. CCWD approval may take from 4-6 weeks or longer</li> <li>5. The Curriculum Office will submit new programs to NWCCU within one week of CCWD approval.</li> <li>6. NWCCU approval may take up to 6 months.</li> <li>7. The Financial Aid Office will update funding information within a week of being notified by NWCCU.</li> <li>8. Funding updates may take from 4-6 weeks to be processed.</li> <li>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.</li> <li><b>10. The entire CTE Program Creation and Approval process may 8 months or longer to complete.</b></li> </ol>

# New Associate of Science Area of Emphasis

