

**Curriculum Checklist  
New CTE Program**

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

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| Department | Discuss need and impact of a new program with Division Dean  \Determine program content with Division Dean and Advisory Committee (if applicable)  \Submit new program in [Program Management System](https://courseleaf.clackamas.edu/programadmin/) |
| Curriculum Office | Work with Department to assess impact of new program (for example, do any courses need to be created?)  Request and receive Division Dean approval |
| Curriculum Committee | Review and approve |