**Program Creation**

**Process Document**

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| **Name of Process:** | Program Creation and Approval Process |
| **Process Owner:** | Curriculum Office |
| **Created By:** | Curriculum Office | **Last Updated By:** | Curriculum Office |
| **Date Created:** | 08/08/16 | **Last Updated:** | 06/01/2018 |
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| **Process Purpose:** | Formally outline the steps needed to create a new Associate of Science (AS) with an Area of Emphasis or Career Technical Education (CTE) program.  |
| **Process Input:** | The department identifies a need for a new program. |
| **Process Boundaries:** | The starting boundary is the department’s decision that a new program is needed. The process’s ending boundary is the creation of a new program.  |
| **Process Flow:** | 1. The department identifies a need for a new AS or CTE program.
2. The department assesses the need and impact of a new program.
3. The department, Division Dean, and Advisory Committee (if applicable) determine the content of the program.
4. The department completes the appropriate forms for the type of degree they are creating and submits the forms to the Curriculum Office for review:
* **AS with an Emphasis (No new AS with an Emphasis applications will be accepted as of Spring 2016)**- Documentation of agreement with partnering institution, CCC Course Equivalency, New Program Form
* **AAS**- Notice of Application, Labor Market Information, CCWD CTE New Program Application, New Program Form
* **AAS Option**- CCWD CTE New Program Application, New Program Form
* **AAS Business & Industry**- Notice of Application, CCWD CTE New Program Application, New Program Form
* **Certificate of Completion (One Year and Less Than One Year)**-Notice of Application, Labor Market Information, CCWD CTE New Program Application, New Program Form
* **Certificate of Completion Career Pathway Certificate-** Notice of Application, CCWD CTE New Program Application, Career Pathway Roadmap, New Program Form
1. The Curriculum Office reviews the forms and ensures Community College and Workforce Development (CCWD) criteria has been me and works with the department to make any necessary changes.
2. The Curriculum Office puts the program on the next Curriculum Committee agenda for approval. See Time Constraints for Agenda Item Deadlines.
3. The Curriculum Office requests and receives confirmation that the owner of the program, or other representative, will present the program at the scheduled Curriculum Committee meeting.
4. The owner of the program presents at the Curriculum Committee meeting to introduce the program and answer questions posed by the Committee.
5. Curriculum Committee reviews and approves the program during the meeting.
6. The Curriculum Office presents the program for review at College Council if the new program has a high impact on the College.
7. The Curriculum Office presents the program for review at President’s Council.
8. President’s Council recommends program approval from the CCC Board of Education.
9. The Curriculum Office requests and receives program approval from the CCC Board of Education.
10. The Curriculum Office requests and receives program approval from CCWD.
11. The Curriculum Office requests and receives program approval from Northwest Commission on Colleges and Universities (NWCCU).
12. The Curriculum Office updates internal records with the approved information after the appropriate level of approval is received.
13. The Curriculum Office contacts Financial Aid to inform them of any changes in the case there is an impact on Financial Aid.
14. Graduation Services updates the program information in the Student Information System for the next academic year after the release of the next year’s catalog.
15. The department contacts College Relations and Marketing if they are interested in creating a web presence for the program.
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| **Process Output:** | The output for this process is a new degree program. |
| **Exceptions to Normal Process Flow:** | 1. Curriculum Committee meets the first and third Fridays, Fall Term through Spring Term.
2. Any programs that are not reviewed by the Curriculum Committee by the end of the academic year are reviewed during the following academic year.
3. The Curriculum Office notifies the submitter if the program is not approved at any step in the process.
4. New program requests that are incomplete will not go to Curriculum Committee until a complete request is received by the Curriculum Office.
5. 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.
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| **Time Constraints and Processing:** | 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](http://www2.clackamas.edu/committees/cc/index.aspx?content=meetings).
3. The Curriculum Office will submit new programs to CCWD within one week of CCC Board of Education approval.
4. CCWD approval may take form 4-6 weeks or longer
5. The Curriculum Office will submit new programs to NWCCU within one week of CCWD 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. All New Programs take affect the following academic year.
10. **The entire CTE Program Creation and Approval process may 8 months or longer to complete.**
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