

SUBJECT: **Career Technical Program Approval Process**

PURPOSE: Establishes **steps conditions** for approval of new **professional/ career** technical programs.

REGULATION: Clackamas Community College requires **that** a department **proposing sponsoring** a new **professional career** technical program to show evidence of **labor market need and endorsement by the program's advisory committee. need and estimate budget impact, negative impact on other curricula, and anticipated enrollment before state program approval is sought.**

CONDITIONS:

1. New programs will:
 - a. meet all local, state, and/or accreditation requirements,
 - b. have program learning outcomes,
 - c. be endorsed by the program's advisory committee,
 - d. have Dean approval and VP of Instructional and Student Services approval before submission to the Curriculum Office,
 - e. be approved by Curriculum Committee prior to state approval,
 - f. have CCC Board approval prior to submission to State for approval,
 - g. have State approval before being Advertised, published, or offered to students,
2. The Curriculum Office will be responsible for adding new programs to the college catalog in a timely manner.

~~1. State approved associate and certificate programs~~

PROCEDURES:

- ~~1. Department~~
 - ~~a. Department chair or designee works with advisory committee input and the appropriate Dean to determine the need for a new program approval.~~
 - ~~b. The department chair or designee notifies the Curriculum Office of the intent to develop new program.~~
 - ~~c. The Curriculum Office will provide the department chair or designee with the following documents:
 - ~~▪ getting programs approved~~
 - ~~▪ guidelines for completing the "Notice of Intent" form~~~~
 - ~~d. The department chair or designee submits completed Notice of Intent form electronically to the Curriculum Office.~~
 - ~~e. Upon receipt, the Office of Professional Technical (OPTE) will assign an Educational Program Specialist to the department chair or designee for assistance.~~

- ~~f. Department chair or designee will develop curriculum for the new program with input and approval from the appropriate advisory committee.~~
- ~~g. Department chair or designee, in consultation with the appropriate division office and the Curriculum Office, determine course titles, numbers, credits, CIP and ACTI code information.~~
- ~~h. The department chair or designee conducts a labor market review.~~
- ~~i. The department chair or designee works with the Curriculum Office to develop a timeline for internal and external approvals for new program.~~
- ~~j. The department chair or designee completes the "Planning Guide and Application—New Community College Program Application: Anchored on State Board Standards" and get appropriate Dean approval.~~
- ~~k. The department chair or designee submits program to Curriculum Committee for review and approval.~~
- ~~l. The department chair or designee forwards program to College Council for review and approval.~~
- ~~m. Course grandmasters and outlines are completed for all new course(s) in the new program and sent to the Division Office.~~
- ~~n. After receiving state approval, the department chair or designee consults with appropriate departments regarding ordering materials for any new courses. (e.g. Bookstore, Library, etc.)~~

~~2. Division Office~~

- ~~a. Works with OPTE and the Curriculum Office to conduct adverse impact study.~~
- ~~b. Appropriate Dean forwards program to President's Council for approval.~~
- ~~c. After completing and receiving Board of Education approval, a hard copy and an electronic program copy are both submitted to the Curriculum Office.~~
- ~~d. Once approved, approval papers, course and curriculum outlines, and syllabi are kept on file in Division office.~~
- ~~e. Copies of the Computer Literacy Requirements Checklist for all appropriate new courses are sent to the Curriculum Office.~~

~~3. Curriculum Office~~

- ~~a. Completed Notice of Intent form is submitted electronically to the Department of Community College Workforce Development.~~

- ~~b. "The Planning Guide and Application..." is submitted to the Office of Professional Technical Education (OPTe) in hard copy and on disk.~~
- ~~c. Copies of the received notification letter from the Oregon State Board of Education's action will be sent to the originating department, appropriate division office, the Registrar's Office, and the Financial Aid department.~~
- ~~d. Copy of the program curriculum is sent to the Registrar's Office.~~

APPROVALS:

College Council
College Council
College Council

January 25, 2000
February 20, 2004