**Program Creation and Approval**

**Process Document**

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| **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 |
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| **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:** | 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 (if applicable).
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:
* **AS with an Emphasis**- Documentation of agreement with partnering institution, CCC Course Equivalency, New Program Form
* **AAS**- Notice of Application, 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 Application, State CTE Program of Study Form, New Program Form
* **Certificate of Completion (One Year and Less Than One Year)**-Notice of Application, Labor Market Information, State CTE Program of Student Application, New Program Form
* **Certificate of Completion Career Pathway Certificate-** Notice of Application, State Program Amendment Form, Career Pathway Roadmap, New Program Form
1. The Curriculum Office reviews the forms and ensures state criteria has been met.
2. 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.
3. 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.
4. Once approved by the Curriculum Committee, the department presents the program to the CCC Board of Education for approval.
5. Once approved by the CCC Board of Education, the Curriculum Office submits the program forms to CCWD for approval.
6. Once CCWD approval is granted the Curriculum Office will submit the correct documentation to NWCCU for approval.
7. Once NWCCU approval is granted the Financial Aid office will be notified
8. The Financial Aid office will inform the Curriculum Office if and when program funding has been approved by the DOE.
9. 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.
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| **Process Output:** | The output for this process is a new degree program. |
| **Exceptions to Normal Process Flow:** | 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.
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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 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 the state within one week of CCC Board of Education approval.
4. State approval may take form 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.**
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