ISP 162
Program Creation and Approval

PURPOSE

Establishes the steps required for all new programs defined as degrees and certificates and Associate of Science Area of Emphasis.

SUMMARY

Described below is the program approval process for all new degrees and certificates and Associate of Science Area of Emphasis. All new programs must be approved by Curriculum Committee, CCC Board of Education, the Office of Community Colleges and Workforce Development (CCWD), and the Northwest Commission on Colleges and Universities (NWCCU).

STANDARD

A) Departments are required to gain approval from the Division Dean for all new programs prior to notifying the Curriculum Office. In addition, new CTE program proposals must be reviewed and endorsed by the appropriate Advisory Committee.

B) All new programs must meet all required CCWD and/or accreditation requirements.

C) All new Associate of Science Area of Emphasis proposals must include documentation of agreement with the partnering institution, CCC course equivalency, and a new program form.

D) All new CTE program proposals, except for Career Pathway Certificates, must include a notice of application (except for AAS Options), labor market information (except for AAS Options and Business & Industry AAS degrees), CCWD CTE program of study application, and a new program form.

E) Career Pathway Certificate program proposals must include a Notice of Application, CCWD CTE Program of Study Application, career pathway roadmap, and a new program form.

F) Programs that have been inactive for more than three years must complete the new program approval process in order them to be offered again.

G) The Curriculum Office will be responsible for updating ~~Colleague~~the Student Information System, CCWD, and NWCCU about newly approved programs.

H) The Curriculum Office will make available a process document outlining the steps and requirements for creating a new AS Area of Emphasis agreement, AAS degree, AAS option, Certificate of Completion, or Career Pathway Certificate.

I) The Curriculum Office will track the progress of new program approvals.

REVIEW HISTORY

ISP Committee	Approval	[Date]
College Council	Reviewed	February 20, 2015
College Council	Reviewed	February 20, 2004
College Council	Reviewed	January 25, 2000