



New Program Approval Process Instructions

Program Name:

Projected Implementation Date:

Department POC:

Below are the tasks that must be completed in sequence for your proposal to be processed. Submit this form with the proposed curriculum changes to Instructional Program Support Services. This form should be completed a minimum of 15 months in advance of proposed implementation date.

* Needed if Career Technical program (not needed if academic program).

Departmental Tasks – Before Curriculum Review Committee (CRC) Meeting

1. Compose the program overview and program objectives
2. Identify the program Course Instructional Program (CIP) code.
<http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
3. * Form an 8-10 member Advisory Committee consisting of industry partners and experts in the field. Refer to the [Guidelines for Instructional Programs in Workforce Education](#) (GIPWE) section of Advisory Committee Composition
 - a. Meet with Advisory Committee
 - i. Minutes from at least two formal advisory committee meetings held prior to submitting the new program application should clearly document industry support.
 - ii. Refer to GIPWE's section of Advisory Committee Meetings/Minutes
4. * Create and disseminate a Needs Assessment to the community & Advisory Committee
 - a. Document demand from at least two sources from local, regional and/or statewide workforce
5. Compose the following
 - a. Program Description
 - b. Degree plan (AA,AAS,AS,CC1,CC2) – course names and descriptions are found in the ACGM or WECM
 - i. Will new courses be added to the master inventory?
 - ii. If a new certificate is being proposed, is each course within the certificate stackable towards an AAS in your program?

- c. Please provide program level outcomes for the proposed award and describe assessment measures (a template is available from Institutional Effectiveness). Each outcome should have at least one assessment.
- 6. Complete the Curriculum Revision Addition Approval Form (CRAAF)
 - a. If approved, attend/present at the Curriculum Review Committee (CRC) meeting

Departmental Tasks – After Curriculum Review Committee (CRC) Meeting

- 7. * Provide the following
 - a. Advisory Committee members list and meeting minutes
 - b. Needs assessment results
- 8. Provide the following
 - a. Program name, description, courses, assessment measures
- 9. Complete funding chart/budget and submit to Comptroller
 - a. The institution should detail the initial resources needed for the program, including
 - i. Existing and additional faculty
 - ii. Facilities/equipment
 - 1. Please explain the facilities and equipment that will be required for the program
 - iii. Estimate of annual operating costs
 - 1. Five year costs and revenue
- 10. Existing Programs
 - a. Is there an existing program of the same type at a public institution within 50 miles of the proposed program location?
 - b. If so, provide the name of institution and its distance
- 11. Enrollment Management Plan – this plan should provide evidence that the proposed new program will have sufficient enrollment to support the program
 - a. Projected enrollment:
 - i. Anticipated number of program majors for the first year of program operations
 - ii. Anticipated average annual enrollment thereafter
 - iii. Anticipated annual number of graduates once the program is fully implemented
 - b. A strategy for enrollment projection and management that includes student recruitment and program marketing
 - c. A plan that specifies activities for access, recruitment, retention, and placement
- 12. Present to Board of Trustees