DRAFT - PROGRAM Review/Approval Process

1. Conceptual Phase (Pre-proposal)

Who:
- Faculty, Chair, and Dean

Actions:
- Document need for program; develop program rationale statement
- Describe how the program fits with the College's mission, education master plan, and existing program inventory
- Identify similar programs at other colleges in service area and provide justification for program in our region.
- Describe transfer goals and receiving universities (if transfer is a goal).
- Submit labor market info request to Centers for Excellence; analyze LMI to justify program (if CTE).
- Review AD-T/TMC template and requirements (if transfer goal)
- Describe program requirements, course sequence, GE pattern(s), and determine total units
- Determine what additional resources maybe required for the program

2. Initiate Proposal

Who:
- Faculty (with support from CAC members and/or OAA Staff)

Actions:
- Initiate proposal in Curriculum system
- Enter program information: Description, program learning outcomes, and courses.
- Identify required courses, electives, concentrations, and emphases
- Identify recommended course sequence
- Recommend curriculum codes
- Submit proposal for review

3. Division Review

Who:
- Division Chair

Actions:
- Review justification/rationale
- Review description, program outcomes, and course sequence
- Verify that the program fits with existing and/or new programs (within discipline and across campus) and does not conflict with other programs (within & outside department)
- Consider how program is supported by the discipline's current/recent program review and resource prioritization
- Review prerequisites and/or entrance requirements for program
- Identify appropriate assessment cycle for the program

4. Dean's Review

Who:
- Dean responsible for discipline

Actions:
- Review justification/rationale
- Verify data entered in proposal is complete and accurate
- Review/confirm all codes
- Verify compliance with standards for program unit calculations
- Verify that the college has resources to support program
- Review programmatic implications (within & outside department)
- Review 2-year sequence of courses and schedule implications (required vs. elective courses).
- Confirm that program has been assigned to an assessment cycle

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5. Technical Review

Who:
- Tech Review Sub-Committee
- Dean assigned to Curriculum

Actions:
- Review proposal for completeness
- Ensure compliance with PCAH and Title 5
- Verify that SLOs meet college guidelines

6. OAA Review

Who:
- CIO/VPAA

Actions:
- Ensure that proposed program:
  - Aligns with college mission
  - Complies with PCAH, Title 5, and Accreditation Standards
  - Fulfills validated college needs
- Ensure that College has sufficient resources to support program

Who:
- Dean of CTE

Actions:
- Submits new CTE programs for regional endorsement
- Documents industry advisory board support for new CTE program

7. Curriculum Committee Review

Who:
- Curriculum Committee

Actions:
- Discuss college-wide programmatic implications and alignment of program being proposed
- Endorse program revisions
- Endorse new program for consideration by Governing Board

8. Office of Academic Affairs

Who:
- Curriculum Technician (prepares submissions)
- CIO/VPAA (approves submissions)

Actions:
- Prepares request to Governing Board for new program and submits to the Superintendent/President's Office for Governing Board for review and approval

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9. Approval

Who:
- Governing Board (Final Local Authority)

Actions:
- Approves new* "local" programs
- Approves new* CTE and AD-T (transfer) programs for submission to CCCCO for final approval

*Note: program revisions bypass this step.

10. Processing

Who:
- Curriculum Technician

Actions:
- Enters new/revised programs into the Chancellor's Office curriculum system

11. Chaptering/Approval

Who:
- Chancellor's Office

Actions:
- Chapters new "local" programs and provides program identification (control) numbers
- Reviews, approves, and chapters all CTE and AD-T (transfer) programs and provides program identification (control) numbers

Who:
- Accreditation Liaison Officer (ALO)

Actions:
- Submits new program proposals to ACCJC for approval
- Notifies Dean, Division Chair, originator, Financial Aid, Curriculum Technician, A&R, Counseling, VPAA, and P/SP of final program approval

11. Activation

Who:
- Curriculum Technician

Actions:
- Activates program in curriculum system
- Articulation Officer

Who:
- Articulation Officer

Actions:
- Enters new/revised program into SIS/Degree Audit System
- Notifies VPAA, Dean of Area, Curriculum Technician, and Division