ADMINISTRATIVE PROCEDURE

TITLE: Academic Program Creation

ADMINISTRATIVE PROCEDURE #   4021A

RELATED TO POLICY #   4021 Academic Program Creation, Modification, and Deletion

A. **Origin of a Proposal to create an academic program.** Faculty typically initiate proposals for new credit-bearing academic programs. An administrator or Board member may request that faculty develop new academic programs. Faculty interested in creating a new program should first discuss the possibility with the department chair, department faculty, and chief academic officer.

B. **Reasons for program creation.**

 1. The program addresses a local or regional workforce need, current or projected.

 2. The program will lead to jobs with competitive wages and wage progression.

 3. The program addresses high-demand transfer program need.

 4. New technologies require a new curriculum

 5. External funding is available to address local and regional workforce needs; in such cases, a sustainability plan is required.

 6. Existing programs are modified significantly such that:

    a. A new CIP code is required.

    b. The type of degree is changed.

    c. Courses are changed to meet notably different employment opportunities.

C. **Program exploratory proposal**. Consideration of the creation of an academic program begins with an exploratory proposal, which shall be made available for review in electronic form. The following information, except when information is unavailable or inappropriate, must be included in the initial exploratory proposal of no more than 2,500 words:

 1.   Name(s) of originator(s) of proposal

2. Brief description of the proposed program

3. Statement of need for the program (Note that for the full proposal, CTE program proposals must include labor market research)

4. Program goals and objectives

5. Connections to/impact upon general education, other programs, the mission of the College, and the College's strategic priorities

6. Uniqueness or similarity of program relative to programs in other Oregon community colleges

7. Anticipated program enrollment and course enrollment for five years

8. Anticipated resource needs – faculty, staff, facilities, equipment, materials, etc.

9. External accreditation, licensing, etc., if applicable, and associated costs

10. Evidence of sustainability of the program

D. **Proposal review**.

1. **Initial consideration**. The chief academic officer shall review the initial exploratory proposal for program creation; within three business weeks of submission, the provost shall either reject the proposal or authorize the program creation process to begin.

2. **Preliminary notification to CCWD**. If the program creation process is authorized to begin, CCWD shall be notified of the College's intent to build a new program.

3. **Full proposal development**. The faculty member or faculty group initiating the proposal shall develop a full proposal, using the new program proposal form required by the Academic Council, that includes the following information:

   a. **Name of the program**

   b. **Brief description of the program**

   c. **Program mission and outcomes**

   d. **Compliance with CCWD requirements.** Proposals must meet state requirements for credits, standards, general education, related instruction (for CTE), collegiate-level work, electives, and CTE courses. See http://handbook.ccwdwebforms.net/handbook/definitions.

   e. **Evidence of need for the program**. All programs must provide quantitative and qualitative evidence of need. CTE program proposals must address the CCWD requirements for "Need," which includes labor market research, current and projected employment demand, and preparation for jobs with

competitive wages   and   wage progression; see
http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards for details.

f. **Collaborative input from others.** Describe how program design and supporting resources have been developed through a collaboration with others on campus (e.g., related department faculty, student services, developmental education, second language program, library, etc.), an *ad hoc* advisory committee of community members, business/industry representatives (as appropriate), K-12 school representatives, other community colleges (for shared programs), and universities (for transfer programs).

g. **Program curriculum, instruction, and student evaluation**. All proposals must include the following elements: (CTE programs must explicitly respond to the elements and guiding questions for "Design" identified by CCWD; see http://handbook.ccwdwebforms.net/handbook/program-approval/state-board-of-education-approval-standards).

1) New course proposals with course outcomes and outlines (using UCC's new course proposal forms)

2) Program prerequisites

3) General education requirements

4) Course sequence

5) Instructional methodologies (e.g., project-based, problem-based, inquiry-based, active learning, action research, mentoring, trauma-informed, etc.) and delivery modes (e.g., face-to-face, hybrid, online, team teaching, etc.)

6) Field experiences

7) Soft skill/professional skill development

8) Diversity, equity, and inclusion principles that are integrated into the program, including an inclusive support system for underrepresented students, students with disabilities, and students with English as a Second Language (ESL)

9) Assessment plan and assessment tools

    a) **Alignment.** AAOT, AA, and AS programs must demonstrate alignment with one or more baccalaureate programs in Oregon. CTE programs must demonstrate alignment with appropriate education, workforce development, and economic development clusters; see "Alignment" at

http://handbook.ccwdwebforms.net/handbook/program-approval/state- board-of-education-approval-standards.

b) **Accreditation/licensure/certification requirements.** If applicable, identify the accreditation, licensure, and certification requirements of the program and its faculty and staff.

c) **Resources.** All programs must provide descriptions of the following resource needs. (CTE must also address "Capacity" elements and questions as provided at http://handbook.ccwdwebforms.net/handbook/program-approval/state- board-of-education-approval-standards)

   i. Faculty and staff needs and costs; include faculty/student ratio

   ii. Professional development costs for faculty and staff

   iii. Materials, equipment, and facilities needs and costs

   iv. Accreditation/licensure/certification costs

   v. Procurement of start-up costs

   vi. Program and course fees

   vii. Library resources

d) **Marketing and recruitment plans.** Describe plans for promoting the program to potential students and methods for securing enrollment.

e) **Advisory committees.** Provide names and business associations of possible advisory committee members (required for CTE; recommended for other programs).

f) **Timelines.** Detail the timeline for initial implementation.

4. **Order/Purpose of Review**

   a. **Academic department faculty and associated academic officer**

   Faculty conceive and develop courses. Coordinators manage curriculum and related assessment. Chairs monitor and report the evolvement of programs and related courses within their assigned academic division.

   b. **Assessment and Curriculum Standards Committee (ACSC)**

   The ACSC works with faculty to provide academic curricular support/guidance and reviews proposals for new academic programs.

c. **Academic Council (AC)**

The Council reviews curricula for compliance with state and accrediting guidelines/regulations and reviews transferability to other institutions of higher learning.

d. **Financial Aid Department**

The Financial Aid Department submits a certificate program to the US Department of Education for approval (preferably several months in advance of implementation) and adds new degree programs to their published list of programs eligible for financial aid.

e. **Provost/Chief Academic Officer (CAO)**

The CAO confirms that the program aligns with strategic initiatives and budget planning requirements of the College and that new curriculum and programs budgets are accurately reflected.

f. **Senior Leadership Team (SLT)**

SLT ensures that new programs are in alignment with the strategic priorities of the College and identifies how their particular areas of operation are impacted or are needed to support the programs.

g. **President (CEO)**

The President facilitates discussions related to new programs to ensure all areas of operation have been involved in decision-making, that resources are adequate, and that strategic priorities and community needs have been appropriately incorporated.

h. **Board of Education (BOE)**

The BOE examines the soundness of the proposed program in terms of community need/job demand, acceptable enrollment, required resources, budgetary impact of the program, program alignment with strategic priorities, and compliance with state and accreditation requirements.

i. **Office of Community Colleges and Workforce Development (CCWD)/ State of Oregon's Higher Education Coordinating Commission (HECC)**

CCWD and HECC confirm that new programs conform to state requirements. See: http://handbook.ccwdwebforms.net/handbook/program- approval

j. **Northwest Commission on Colleges and Universities (NWCCU)**

The Northwest Commission on Colleges and Universities monitors proposed changes to ensure that the program meets requirements and that the college will

continue to have the capacity to meet the Commission standards for accreditation; specifics are defined in the NWCCU Substantive Change Policy.

5. **Communications and implementation**

    a. Foundation

    b. Catalog

    c. Website

    d. Marketing

    e. Budget allocation

    f. Human Resources

    g. Purchasing

    h. Facilities

    i. Financial Aid

    j. Advisory committee

    k. Submitting Faculty

REFERENCES:
Program and Course Approval Resources Program Approval Categories
CCWD Quick Reference Steps and Timelines
OAR 589-006-0100 General CC Program Approval Requirements OAR 589-006-0150
Local CC Responsibilities for Program Approval
OAR 589-006-0200 Approval of Lower Division Collegiate Programs and Courses
OAR 589-006-0300 Approval CTE, Certificate of Completion, and AAS Degree Programs
OAR 589-006-0350 Maintaining Approval of Certificate of Completion and AAS Degree
Programs
OAR 589-006-0400 Approval of Other Education Courses

NWCCU: Substantive Change Manual

RESPONSIBILITY:
The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2023-2024
DATE OF ADOPTION: 4/14/2014
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW: