



AP 4023 Educational Program Initiation

I. Introduction

An educational program is defined in Title 5 Section 55000 (m) as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

Educational program initiation is the process of proposing a new educational program. This process is designed to ensure the College has an opportunity to thoughtfully and intentionally evaluate the alignment of potential programs with the District's Institutional Mission, The Education Master Plan, and existing curriculum; and to evaluate the total cost of ownership of potential programs. The institution values examining the total cost of ownership, which includes the impact of new programs on human resources, facilities, technology, and the initial and ongoing budget. This process includes review of potential programs that are grant or externally funded, recognizing that these programs may eventually require use of the District's general funds. The program initiation process will be used for all new programs to evaluate these conditions.

Initial program ideas may be proposed by a variety of sources, including faculty, administrators, advisory boards, industry representatives, members of the community, and others.

II. Guiding Principles

- The College desires a process that supports new ideas from a variety of sources and thoughtful consideration of potential programs and their impact on students' economic and social mobility as communicated by the Institutional Mission Statement.
- Programs initiated through this process will demonstrate that they fulfill a need, align with the Institutional Mission, and are feasible within the College's current or anticipated resources.
- The process recognizes that as faculty have primacy in the development of curriculum, the Curriculum Committee will be an integral part of program initiation review.



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III. Educational Program Initiation Process

The process for initiating a new program includes the following steps:

- Program Proposal Submission: Initiator submits Program Initiation Proposal Form
- Program Proposal Review: Educational Program Proposal Committee reviews Program Initiation Proposal for merit and alignment with District direction
- Feasibility Analysis: Strategic Management Team reviews the Program Initiation Proposal for feasibility and timing
- Curriculum Committee Review
- Curriculum Committee Recommendation
- Governing Board Approval
- Submission to Chancellor's Office

IV. Composition of Educational Program Proposal Committee and Strategic Management Team

Educational Program Proposal Committee (EPPC):

- Curriculum Committee Chair (or designee)
- Curriculum Committee Faculty Member
- Academic Senate President (or designee)
- Dean of the school most closely aligned with the program proposal. If more than one school is affected, the dean of each school can participate.
- CTE Liaison and/or Articulation Office (whichever is most relevant to the proposed program)
- Transfer/Career Center Administrator

Strategic Management Team:

- Associate Superintendent, Business Services & Economic Development
- Vice President, Administrative Services



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- Associate Superintendent, Instruction and Institutional Effectiveness (CIO)
- Associate Superintendent, Student Services

V. Initial Review of Educational Program Proposal

The Educational Program Proposal is distributed to the EPPC for review and recommendation.

Responsibilities of the EPPC include the following:

- Evaluate the need for the program
- Evaluate the program's impact on students' economic mobility, transfer opportunity, and employment opportunities
- Evaluate the program's alignment with the District's Institutional Mission, Educational Master Plan, and existing curriculum
- Provide limited guidance to ensure initiators receive assistance in accessing data and navigating the process
- Ensure that committee discussions are documented and submit the committee's recommendation to the Strategic Management Team for review and recommendation

Upon completion of its review, the EPPC will make a written recommendation regarding whether or not to advance the program concept.

VI. Strategic Management Team Review and Recommendations

Responsibilities of the Strategic Management Team include the following:

- Analyze the strategic value that the proposed program offers to the communities that the District serves
- Analyze program's fiscal impact on the District
- Analyze program's impact on other District resources
- Consider source and duration of external funding for the program (if applicable)



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- Analyze staffing needs (projected faculty needs, classified support, designation of a program director (if applicable), and availability of qualified faculty and staff)

Upon completion of its review, the Strategic Management Team will make a written recommendation for:

- Development of a credit, non-credit, or not-for-credit program
- Revisiting program development in the future or if conditions change
- Revise and re-submit program proposal
- No program development

If the Strategic Management Team and EPPC do not agree, the Strategic Management Team will send a written response to the EPPC and meet with the EPPC as soon as possible. If consensus is not reached, the Superintendent/President will make the final decision.

The Strategic Management Team's recommendation will be provided to the Superintendent/President for final decision, which will be summarized in a written communication to the proposal initiator. The initiator will be directed to engage the curriculum process if the program is recommended for development.

VII. Curriculum Committee Review and Recommendation

For programs recommended for initiation, responsibilities of the Curriculum Committee include the following:

- Review the recommendations from the EPPC and the Strategic Management Team along with other standard program submission requirements
- Invite the initiator to present and discuss the proposal with the Curriculum Committee if needed for clarification
- Provide status updates to participants
- Ensure that committee discussions are documented and submit the committee's recommendation to the CIO



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VIII. Academic Senate Endorsement

The Chair of the Curriculum Committee will submit the committee approved program at the next Academic Senate meeting for Academic Senate endorsement and the Curriculum Specialist will inform the CIO when Academic Senate has endorsed the new program.

**IX. Chief Instructional Officer Recommendation to the Superintendent/
President**

Once endorsed by the Academic Senate, the new program will be recommended by the CIO to the Superintendent/President, whose decision to approve or not approve the program is final. Approved programs will be submitted to the Chancellor's Office by the Curriculum Specialist.

The policies and procedures outlined above will be subject to review and revision at the end of the first yearly curriculum cycle following adoption of these procedures.

References: Education Code Sections 78016, 78021 and 78300;
Title 5 Sections 51021, 55000, 55130 and 55170

Approved: 1/16/18

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