

**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 College mission, ~~and strategic goals, and existing curriculum; and evaluate the total cost of ownership of potential programs.~~ This process includes review of potential programs that are grant or externally funded recognizing that these programs may eventually require use of the College's general funds. ~~This process recognizes the need to review~~ The institution values examining the total cost of ownership which may include the impact of new programs on human resources, facilities, technology, and initial and ongoing budget including the total cost of ownership. This process includes review of potential programs that are grant or externally funded recognizing that these programs may eventually require use of the College's general funds.

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

**II. GUIDING PRINCIPLES**

- The process recognizes that faculty will continue to use the existing Curriculum Approval process to develop and seek approval for curriculum in existing disciplines with the exception of programs of study.
- The College desires a process that supports new ideas from a variety of sources and thoughtful consideration of potential programs.
- Programs initiated through this process will demonstrate that they fulfill a need, align with the College's mission, and are feasible within the College's current or anticipated resources.

**III. EDUCATIONAL PROGRAM INITIATION PROCESS**

The process for initiating a new program includes four key steps as follows:

- 1) Development and presentation of concept proposal
- 2) Internal review
- 3) Educational Program ~~Concept~~ Review Committee Recommendation
- 4) Chief Instructional Officer Recommendation

**IV. DEVELOPMENT AND PRESENTATION OF EDUCATIONAL PROGRAM CONCEPT PROPOSAL**



Initiators will complete and submit an online Educational Program [Concept](#) Proposal form and accompanying documents. The form is designed to ensure the initiator provides concise and necessary information about the program concept in relation to the following key areas:

- Program need and alignment with the College mission
- Program outcome and anticipated enrollment
  
- Human and physical resource needs
- Existing and/or anticipated collaboration regarding the program

Initiators are encouraged to provide links to online information and/or additional documents to assist in addressing the items on the Educational Program [Concept](#) Proposal form.

The Educational Program [Concept](#) Proposal is received by the tri-chairs of the [Educational](#) Program [Concept](#) Review Committee who engage discipline-related expertise to review the proposal, participate in a presentation by the proposer, and make a recommendation. The committee formation, proposal presentation, and committee recommendation meeting will occur within 30 business days unless extenuating circumstances require additional time.

The initiator will be invited to present and discuss the proposal with the [Educational](#) Program [Concept](#) Review Committee. This presentation and discussion is scheduled for one hour with additional time granted at the discretion of the committee. The presentation is a required component of the process. The committee may allow and arrange for a live, online presentation.

#### **[Educational](#) Program [Concept](#) Review Committee**

The [Educational](#) Program [Concept](#) Review Committee is a standing committee with consistent and ad hoc membership as indicated below. The committee is activated as needed to review a specific [concept](#) proposal and make a recommendation to the Chief Instructional Officer. An activated [Educational](#) Program [Concept](#) Review Committee will have at least six and not more than nine voting members.

Committee membership includes the following voting roles:

#### **Standing Members**

- Faculty tri-chair appointed by the Faculty Senate
- Classified staff tri-chair serving in Institutional Research confirmed by Classified Senate
- Management tri-chair designated by the Chief Instructional Officer
- Budget/Fiscal representative

Responsibilities of the tri-chairs include the following:

- [Convene the ad hoc committee members and schedule the proposal presentation and discussion according to the timeline above](#)
- ~~[Invite the initiator to present and discuss the proposal with the Program Concept Review Committee](#)~~
- The classified staff tri-chair will provide limited guidance to ensure initiators receive assistance in accessing labor market information and to ensure external initiators -in particular, receive assistance with specific questions related to navigating the process



- ~~• Convene the ad hoc committee members and schedule the proposal presentation and discussion~~
- Invite the initiator to present and discuss the proposal with the Program Concept Review Committee
- Provide status updates if the committee is reconvened including the committee's rationale for subsequent meetings
- Identify a tri-chair who will document and submit the committee's recommendation

#### Ad Hoc Members

- At least one dean(s) of the school(s) most closely aligned with the program ~~proposal concept~~; or a dean designated by the Chief Instructional Officer if the related area dean(s) cannot serve. The dean will arrange for a staff member to take summary notes of the committee's decisions using a standardized form.
- At least one full-time faculty member from the most closely related discipline(s). This may be determined by the discipline(s) reflected most frequently in the courses included in the concept proposal. The program proposer is not eligible to serve as a voting member of the committee. In the event that faculty with related expertise is not available, the committee tri-chairs will engage appropriate external expertise.
- Faculty-at-large appointed by Faculty Senate

The responsibilities of all voting committee members include the following:

- Maintenance of institutional perspective and integrity during the process
- Maintenance of confidentiality of the committee's review and discussions during the review period
- Consultation with appropriate resources during the proposal review period
- Contribution to a written recommendation to the Chief Instructional Officer

**Other roles may be included as non-voting resource members of the committee as needed such as:**

- Articulation Officer
- Associate Superintendent off Business Services and Economic Development or designee
- Counselor
- Dean of Economic Development
- Dean of Institutional Research or designee
- Industry experts and/or researchers (i.e. Regional Director of Center of Excellence)
- Program proposer (applicable when the initiator is employed by the College)
- Vice President of Administrative Affairs or designee
- Vice President of Student Services or designee
- Other personnel and/or external resources

## V. INTERNAL REVIEW



After the presentation concludes and the initiator exits, the [Educational Program Concept](#) Review Committee will review the proposal and consider the program's overall impact to the institution. The committee's evaluation of the proposal includes discussion of the completed Educational Program [Concept](#) Proposal form and other information presented by the initiator and non-voting resource committee members.

### Criteria

The [Educational Program Concept](#) Review Committee will take into account both qualitative and quantitative factors. Factors to be considered include but are not limited to the following:

#### A. Qualitative

- Rationale for the program
  
- Program relation to the College mission
- Anticipated outcome of the educational program (degree, a certificate, diploma, license, or transfer)
- Anticipated number and list of courses
- Program alignment within the College's schools/disciplines
- Anticipated duration of the program
- Time considerations for program initiation
- Extent of the dialogue with individuals and colleagues related to the concept proposal
- Community/industry partnerships that exist or are envisioned
- For proposed Career Technical Education (CTE) programs, the following items are required:
  - Relation of program to industry-recognized credentials
  - Regional employer engagement that exists or may be pursued in support of this program
  - Establishment of an advisory committee and need for external state or national regulatory accreditation or approval
  - Identification of similar programs nationally, statewide, and within san Bernardino and Riverside Counties

#### B. Quantitative

- Labor market information (local, regional, state, other) supporting the need for the program
- Anticipated enrollment and potential impact on other College programs
- Resources are needed to ensure the program is successful such as: space/facilities, equipment, supplies, etc. Identification of anticipated one-time and ongoing costs.
- Provide an analysis of staffing needs (projected faculty needs, classified support, designation of a program director (if applicable) and availability of qualified faculty and staff. Include the minimum qualifications and faculty service area(s) for faculty teaching in the proposed program and an estimation



of their teaching load.

- Source and duration of external funding for the program if applicable

**VI. EDUCATIONAL PROGRAM ~~CONCEPT~~ REVIEW COMMITTEE RECOMMENDATION**

The chair of the Educational Program ~~Concept~~ Review Committee will submit a written recommendation to the Chief Instructional Officer within ten (10) days of the concept proposal review providing the committee's recommendation and rationale.

The Educational Program ~~Concept~~ Review Committee's recommendation may result in any of the following:

- Development of a credit program
- Development of a non-credit program
- Development of a not-for-credit program
- Revisit program development in the future (specify recommended timeline)
  
- Revisit program development if conditions change (specify conditions and timeline)
- No program development

The Educational Program ~~Concept~~ Review Committee's written recommendation will include:

- The Educational Program ~~Concept~~ Proposal and accompanying documentation
- The membership of the Educational Program ~~Concept~~ Review Committee
- Dates of the proposal receipt, presentation and review, and recommendation
- Recommendation including the committee's rationale

**VII. CHIEF INSTRUCTIONAL OFFICER RECOMMENDATION**

The Chief Instructional Officer will review and consider the committee's recommendation in consultation with the College's Leadership Team. The decision of the College Leadership Team is final and will be shared by the Chief Instructional Officer with the chair of the Educational Program ~~Concept~~ Review Committee and the College Planning Council within 30 business days of receipt of the Educational Program ~~Concept~~ Review Committee's recommendation.

References:

Approved: