New Program Development

*certificate through baccalaureate*

Step 1: Initial proposal made to D-team, then Instructional Council, then Executive Cabinet, using the following criteria:

* How does the proposed program align with the College mission?
* What job market evidence supports developing this program?
* What other colleges offer a similar program? (what is our niche?)
* Summarize the potential impact on other programs (enrollment, facilities, faculty)

Step 2: If approved in concept, submit a formal research and feasibility proposal to Instructional Council

(see below) and then a recommendation to Executive Cabinet.

Step 3: If approved, complete program development and course development through the Curriculum Review Committee process.

**Feasibility**:

**Program description and degree outcomes**

* Describe the proposed program
* Main subject areas
* Draft learning outcomes

**Benefit to students**

* Who will the program serve?
* Evidence of student demand (surveys, etc.)
* Why should the college offer this degree/certificate?
* Job opportunities and titles, annual income, potential career progression for graduates
* Challenges to student access and success

**Community and Labor Market Need**

* Changes in workforce, economy, educational requirements, etc. that demonstrate need for program
* Local and regional employment outlook and growth forecasts (Dept. Labor, statistics, surveys, trends, etc.)
* Long term sustainability
* Not provided by universities or existing programs insufficient for industry demands

**Impact on College**

* Benefit to the college
* Goal for annualized FTEs and graduates
* Impact on/fit with existing programs
* Implications for faculty
* Implications for facilities and equipment
* Financial implications
* Collaboration between divisions
* Description of regional programs or educational pathways supporting educational progression
* Implications for advising
* Implications for registration and admission
* Support resources (for students and staff)