

Process for New Instructional Program Approval

Faculty Member
Writes Proposal and consults with the department



Department Chair
Analyzes, Modifies, Approves



Division Dean
Analyzes, Modifies, Approves



Instructional Planning Council
Discussion of Submitted Plan, Tentative Approval



Strategic Planning Council
Tentatively Approves Pending Resource Evaluation
And Regional Deans' Approval (Vocational Programs Only)



Revenue Allocation Committee
Revenue Source for New Program



Strategic Planning Council
Approval of Program with Funds Identified and Regional Deans' Approval Submitted



Instructional Planning Council
Sends Complete Package of New Program to Curriculum Committee



Curricunet



Curriculum Committee
Approves New Curriculum



Faculty Senate
Approves Action of Curriculum Committee



Governing Board
Approves Action of Curriculum Committee
Approves New Program



CCC System Office for Approval

The faculty member will initiate the new program request. The request should include all the requirements of the Chancellor's Office for a new program which can be found in Section 55130, *Approval of Credit Program*, *Program and Course Approval Handbook*, Chancellor's Office, California Community Colleges, Third Ed., March 2009 (or most recent version).

http://www.cccco.edu/divisions/esed/aa_ir/credit.htm

This request will include, but not be limited to:

- Title and Short description
- Courses Needed (Existing and New)
- Justification or Evidence of Need
- Faculty Requirement
- Enrollment Expected (FTE Generated)
- Interdepartmental Conflicts
- Possible Regional College Conflicts
- Classroom Requirements
- Supplies, Equipment
- Classified Staff Needs
- Accreditation Requirements

Check with **Articulation Officer** about Transfer Programs

- Does Program Fit Mission of College?
- Faculty Hiring Process
- Resource Requirements: Outside Funding and/or Institutionalization of Program's Budget into General Fund.
- Regional Colleges' Approval

General Funds Identified or Not

Final Submittal to Board
Requires Funding Source:
Outside or General Fund