

# 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



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, Second Ed., March 2003 (or most recent version). [http://www.cccco.edu/divisions/esed/aa\\_ir/credit.htm](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

## Instructional Planning Council

Discussion of Submitted Plan, Tentative Approval



## Strategic Planning Council

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

- 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



## Revenue Allocation Committee

Revenue Source for New Program

General Funds Identified or Not



## 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

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



## CCC System Office for Approval