# New Program Viability Form

See [AP 4021](https://www.palomar.edu/governingboard/wp-content/uploads/sites/64/2023/04/AP-4021_Program_Development_Revitalization_and-or_Discontinuance-Approved-5-14-2024.pdf) for details on process.

**Due by October 1** (any curriculum- new or changes- cannot be launched in META until *after* EESSC approves new program proposal as outlined in this form)

## Section 1: Identifying Information

* Faculty Originator Name
* Faculty Originator Palomar Email
* Department
* Names of faculty who have consulted on this program proposal
* Dean Name
* Dean Email
* Department Chair Name
* Department Chair Email
* New Program Name \*
* Type of Program (Certificate of Achievement, AA/AS, AA-T/AS-T, CTE, non-credit)
* If CTE, check here
* Are any portions of this program non-credit or able to be mirrored with non-credit?
* Total number of units for program completion (not including GE)
* *To be eligible for Title IV financial aid, programs must be \_\_\_\_\_*

## Section 2: Rationale for the New Program

* Goals of the Program \*
* Objectives of the Program \*
* Alignment to Palomar’s mission, vision, values, and vision plan \*
* Program requirements \*
* Learning outcomes
* Program benefits to students
* Does this program replace existing programs?
* If yes, which?
* Is there overlap with any existing Palomar programs in any department?
* Are there any closely aligned programs in any department?
* Is this program or a similar program offered at any other community colleges in direct competition for student enrollment? If yes, please list.
* Will the proposed program’s curriculum integrate or include a focus on sustainability?
* If yes, please explain

## Section 3: Evidence of Need and Interest

* Labor market data (LMI) information required for CTE program \*
* Data establishing regional and/or community need (could include advisory group recommendations) \*
* Evidence of student interest
* Is demand consistent and sustainable? Explain
* What types of jobs or further education will this program prepare students for?
* Does the program provide a path to transfer? Explain

## Section 4: Feasibility Assessment

* Palomar location(s) where program will be offered
* Estimated costs to students (materials, supplies, other)
* Estimated costs to district
* Facilities needs
* Infrastructure needs
* Technology needs
* Student services & support needs
* Are costs ongoing or one-time?
* Estimated enrollment in first year (anticipated FTES) \*
* Does your department have sufficient staffing to sustain this new program? Please describe.
* Are new faculty needed to offer this program?
* Are new classified or STH positions needed to offer this program?
* Does your discipline have any programs with fewer than seven completions over the last five years? If yes, please explain.
* Are there any requirements for external accreditation for this program?
* If yes, associated costs and workload
* Will any courses in this program qualify for Credit for Prior Learning, industry certification, credit by exam, or other alternative forms of credit? If yes, please explain.
* Please provide a general program map by semesters. \*
* Dropdown Menu: Please select which Pathway this program best fits into (Pathways are NOT the same as division- where would students interested in a career in this program look for it?)
	+ Arts, Media & Design
	+ Business
	+ Health & Public Service
	+ Humanities & Languages
	+ Social & Behavioral Studies
	+ Science, Technology, Engineering, Math
	+ Trade & Industry
* Please share any other relevant information related to this proposal, including anticipated barriers to success
* Please upload the Articulation Officer rubric (completed by the Articulation Officer)

## Signatures Required

* Faculty originator
* Department chair
* Division Dean
* Articulation Officer
* CTE Dean (as relevant)