VI. PROGRAM APPROVAL PROCESSES

Overview

Any faculty member, or an administrator or community leader working in collaboration with a faculty member, may originate a new program proposal.

Program Development Process

Any new program proposal or existing program should meet the following five criteria for curriculum development endorsed by the State Chancellor's Office:

- Appropriateness of Mission - The objectives of the program should align with the college mission.
- Need - There must be local demonstrable need for the program.
- Curriculum Standards - The courses in the program are rigorous, up-to-date, and are sufficient to meet the objectives of the program.
- Adequate resources - The college must be able to provide the necessary resources to offer the program.
- Compliance - The program should not violate any regulations, laws, or requirements.

The development process below applies specifically to new program proposals within a discipline or field of study that does not exist in the district.

- Initial Program Concept Development
    - The faculty originator develops an initial program outline that meets a local demonstrable need and falls within the mission of the college.
    - The initial program outline should include program learning outcomes and a potential list of courses with their unit values.
    - The faculty originator should compile research on comparable programs at other community colleges, as well as lower division major requirements to similar programs at CSUs and UCs.
    - For CTE programs, evidence of labor market need is required.
- Discipline/Department Consultation and Concept Approval
    - The faculty originator presents the initial program outline to the college discipline for consultation and conceptual approval.
    - The program outline is presented to the district-wide discipline for discussion and to determine if there is interest in offering the program at more than one college in the district.
    - The faculty originator finalizes the program outline based on the recommendations of the discipline.
    - Complete course outlines for all courses in the program are developed.
- College/District Strategic Planning Committee Concept Approval
    - The faculty originator presents the program proposal to the College SPC for review and conceptual approval.
    - The SPC considers any impact the program may have on college resources, budget, facilities, and enrollment.
    - Programs requiring new district resources will also require DSPC review and approval.
- College Academic Senate Concept Approval

o The faculty originator presents the program proposal to the college academic senate for review and conceptual approval.
o The senate should not approve the program concept if any significant issues regarding the program are unresolved.

Following completion of the development process, the New Program Development/Concept Approval Form should be completed and attached to the program proposal. The program and the courses that comprise the program then go through the appropriate curriculum approval processes.

References
- RCCD New or Revised Program Development Process (2011 Revision) http://academic.rccd.edu/curricunet/Program Development Process_2011Revision.pdf

Substantial and Non-substantial Changes to Programs

Modifications to existing programs constitute either a substantial change or non-substantial change. Any substantial change to an existing program will require the program to be submitted and approved by the Chancellor's Office. Non-substantial changes do not need approval from the State.

The following are considered substantial changes to a program:

- The addition/creation of a new program award (degree or certificate) or major/area of emphasis using an active proposal.
- TOP code change to a different TOP code discipline.
- A major change in the objectives of the program.

The following are defined as non-substantial changes to a program:

- Title change.
- TOP code change within the same TOP code discipline.
- Certificate or degree unit change.
- Addition/removal of a course from an existing approved program.

Program Approval Documents

For submittal to the State Chancellor's Office, proposals for new programs or substantial changes to existing programs require the following documents:

- Narrative
- CORs for all courses in the program
- Transfer preparation documentation (transfer programs only)
- TMC template (ADTs only)
- C-ID or ASSIST articulation information (ADTs only)

Proposals for new CTE programs or substantial changes to existing CTE programs require additional documents:

- Labor market information (LMI)
- Regional consortia recommendation
- Advisory committee recommendation

For details on the documents required for program submittal, see the RCCDCH Part2.

Program Approval Process

Steps in the new program or modifications to existing program approval process:

1. Proposal conceptual approval
   - For proposals in a discipline/field of study that does not exist in the district, college academic senate and strategic planning committee conceptual approval is required. The new program development/conceptual approval form should be completed and attached to the proposal.
   - For new program proposals composed of existing courses, prior conceptual approval is not required.
2. Proposal discipline and department approval
   - The originator attaches minutes showing the college discipline and department approval.
   - The discipline from the other colleges are consulted/notified of the proposal, but approval from the other colleges is not required.
3. Proposal submittal
   - The originator submits the proposal to the curriculum chair or district educational services.
4. Technical review committee approval
   - Supporting documents should be attached to the proposal.
   - For CTE programs, labor market (LMI) data, advisory committee approval, and regional consortium recommendation documents should be attached to the proposal.
   - If any technical problems are found, the proposal is sent back to the originator for edits.
5. College curriculum committee approval
   - The proposal only needs the approval from the college curriculum committee offering the program. The proposal is an information item for the other colleges.
   - The college academic senate is informed of the new program.
6. District curriculum committee
   - The proposal is forwarded to the district curriculum committee as an information item.
7. Board of Trustees approval.
   - District Educational Services forwards the proposal to the Board of Trustees for approval.
8. State Chancellor's Office approval
   - If the proposal is for a state approved program, the proposal is submitted to the State Chancellor's Office for approval.
   - Implementation. The program may now be added to the following catalog and offered.

AOE/GE Course Inclusion/Exclusion Process

For proposals to include/exclude a course from an AOE or GE:

1. Proposal submission
   - The originator submits the proposal (inclusion/exclusion form) to the discipline for review.
   - Members of the discipline from all the colleges will view the course proposal and make comments.
2. Discipline and department approval
   - The vote of the discipline and department is recorded and attached to the proposal along with a rationale for the proposal.
   - The proposal must have support from the majority of the colleges offering the course. One vote shall represent the majority vote of the discipline at each college.
3. Technical review committee approval
   - Upon discipline and department approval, the proposal is forwarded to the district technical review committee for review.
   - If any technical problems are found, the proposal is sent back to the originator for edits.
4. College curriculum committee approval
   - The proposal is forwarded to the three college curriculums committees and agendized for a first read.
   - The following meeting the proposal is agendized as an action item.
5. District curriculum committee approval
   - Upon college curriculum committee approval (at least 2 out of the 3 colleges approve) the proposal is forwarded to the district curriculum committee for action.
6. Board of Trustees approval
   - District educational Services forwards the proposal to the Board of Trustees for approval.
7. Implementation
   - District Educational Services modifies the program.
   - The program may now be offered in the modified form and reflected in the following catalog.