

Curriculum Program Application

Processing and Evaluation Report

This checklist is utilized by Program Coordinators at the System Office as a key component of the program evaluation process. It is provided as a resource for colleges to utilize prior to submission of their curriculum program application to ensure that their program application is complete.

_____ Is the program a concentration? ___ yes ___ no (If “yes”, check to see if college has approval for the parent program and could utilize the special application process.)

_____ Is this program title on the “special application” list? _____ yes _____ no (If “yes” discontinue the traditional process. Extract the required pieces and review as a special application. Do not send a letter of “receipt” to the college.)

_____ Is this program already approved for the college? _____ yes _____ no (If “yes”, notify the college that they already have approval. Best resource for determining is Colleague (XUIA) through System Office or *Educational Guide Catalog*.)

I. **PROGRAM PLANNING** *(Should be in narrative format. A&B combined is limited to 3-5 pages)*

A. Purpose:

1. _____ Purpose of program is included
2. _____ Narrative illustrates how program directly ties to mission of college
3. _____ Narrative illustrates how program directly ties to colleges Institutional Effectiveness Plan

B. Rationale:

1. _____ Indicates method of delivery of the program (online/traditional/hybrid)
2. _____ The rationale narrative may include the following. Please indicate the components included and your notes concerning the strength of each:

_____ Labor Market Information (**Local Labor Market Information is vital to application**):

_____ Letters of Support from Business/Industry

___ Indication of local/regional economic development initiatives

___ Letters of support from county commission boards

___ Letters of support from chamber of commerce

___ Letters of support from other stakeholders

___ Additional Information

C. Local Certification:

1. _____ College has included the completed/signed institutional certification
2. _____ Copy from Board of Trustee minutes showing Board approval of the program are included in the application

II. Program Planning Notification:

- A. _____ Planning notification sent to all community colleges (copy of **email** that accompanied notification was included in application or you received via email. Place copy of email in application file.)
- B. _____ Planning notification was sent to college presidents, chief academic officers and the System Office Senior VP/CAO
- C. _____ Planning area (listing specific counties) was included on notification
- D. _____ Anticipated starting semester was included in notification
- E. _____ Planning area on notification is consistent with information provided in application. (If not, revised notification was sent.)

III. Impact of Proposed Program on Other Programs in the System

A. Program includes a clinical requirement

Yes _____ No _____

_____ If yes, impact assessment was sent to all colleges approved to offer the same/similar program and

_____ If yes, the impact assessment includes a listing of the clinical sites that may be utilized by the applying college.

_____ If no, impact assessment was sent to colleges in contiguous counties that are approved to offer the same/similar program. (*Contiguous is defined as any county that borders service area counties of the applying college.*)

B. _____ Impact Assessment form documents the perceived impact of the proposed program.

C. _____ List of colleges that received an impact assessment form are included

D. _____ A narrative summary of the responses received is included.

E. _____ Copies of signed impact assessments from all responding colleges are included.

F. Was a negative response received?

Yes _____ No _____

_____ If yes, a narrative summary of the actions the college took to resolve the negative response and the outcome of the action is included.

_____ If yes, the outcome of the resolution meeting is documented on the signed resolution form

G. If the college presidents cannot reach agreement on the impact of the proposed program, the System Office Senior VP/CAO will refer the issue to the System President. If a meeting with the System President does not resolve the issue, the presidents may request a hearing before the Program Committee of the State Board. The Program Committee will make a recommendation to the State Board on the disposition of the proposed program. The State Board's decision regarding resolution of the matter is final. Please document below the steps taken if the college presidents were unable to resolve the perceived negative impact: _____

IV. Implementation of Level III Instructional Service Agreement (ISA)

A. Program includes indication that college plans to collaborate with one or more colleges to offer the proposed program Yes _____ No _____

_____ If yes, a Level III ISA is included in the application.

V. Proposed Program of Study

- A. _____ Proposed program of study is included in the application
- B. _____ Proposed program of study is in compliance with the current/proposed curriculum standard

VI. New to the System Program Application (*only complete if applicable*)

- A. _____ Proposed Curriculum Standard is included in the application
- B. _____ Proposed Curriculum Standard is in compliance with State Board Code
- C. _____ Courses are correctly listed on proposed standard and hours are correct
- D. _____ Pre/co requisites for any required core course (non-general education courses) are included in core.
- E. _____ Course(s) new to the *Combined Course Library* are attached and are appropriate, non-duplicative, and utilize correct format.
- F. _____ Course(s) new to the *Combined Course Library* do not contain a “new” prefix that has already been utilized for another curriculum or continuing education course. (*Utilize electronic CCL as resource.*)
- G. _____ Proposed new program is not duplicative to existing programs.

Other Comments/Concerns:

Does college show indicators of student interest in enrollment in proposed program?