

Steps for New Program/Degree/Certificate

Please check off the listed item when completed.

Program Name: _____

Submitted By: _____

Effective Term/Year: _____

Item completed by Chief Academic Office (CAO), Dean of Instruction (DI), Division Dean (DD), Faculty (F), Curriculum Manager (CM), Curricular Issues Committee (CIC), Financial Aid (FA).			
Please complete items listed below in the following order:			
	✓	By	
PROGRAM IDEA PHASE	<input type="checkbox"/>	F	New program idea
	<input type="checkbox"/>	DD	Division Dean approves concept (Workforce & Economic Vitality Council as a resource)
	<input type="checkbox"/>	F	Involve advisory group (meeting minutes on file) - AAS degrees only
	<input type="checkbox"/>	F	Research labor market need and occupational demand
	<input type="checkbox"/>	CAO	CAO approves concept based on research gathered and advisory group composition
	<input type="checkbox"/>	F	Develop Career Pathway Roadmap - CPCC only
	<input type="checkbox"/>	F/FA	Determine financial aid eligibility
PROGRAM DEVELOPMENT IDEA PHASE	<input type="checkbox"/>	F	Develop program of study (curriculum)
	<input type="checkbox"/>	F	Develop or revise Course Outlines as needed (MAC Team as resource for SLOs)
	<input type="checkbox"/>	F	Notify other departments or divisions impacted by new program
	<input type="checkbox"/>	F	Assess impact on prerequisites
	<input type="checkbox"/>	F	Assess impact on facilities and media (if applicable)
	<input type="checkbox"/>	F	Determine articulation to University program - AS & AAOT degrees
	<input type="checkbox"/>	F	Complete and submit Program Form on Curriculum Office webpage
INTERNAL APPROVAL PHASE	<input type="checkbox"/>	DD	Review final Program Form and Course Outlines
	<input type="checkbox"/>	DD	Submit to Curriculum Office for approval*
	<input type="checkbox"/>	CM	Review and approve Program Form, Curriculum and Course Outlines
	<input type="checkbox"/>	CM	Course numbers assigned to new courses
	<input type="checkbox"/>	DI	Dean of Instruction approves new program
	<input type="checkbox"/>	CM	Submit to Curricular Issues Committee (CIC) for approval at next meeting*
	<input type="checkbox"/>	F/DD	Prepare memo/program summary for CAO and LB Board

INTERNAL APPROVAL PHASE	<input type="checkbox"/>	DI	Sends program summary to LBCC President's Executive staff for approval*
	<input type="checkbox"/>	DI	Present program summary to LBCC Board of Education for approval*
	<input type="checkbox"/>	DD	Attend LBCC Board meeting*
	<input type="checkbox"/>	CAO	Notify Dean of Instruction and Curriculum Manager of approval
RECRUITMENT PLAN PHASE	<input type="checkbox"/>	F	Determine potential student pool
	<input type="checkbox"/>	F	Develop program highlights
	<input type="checkbox"/>	F	Design a web strategy
	<input type="checkbox"/>	F	Notify and meet with Marketing
STATE APPROVAL PHASE	<input type="checkbox"/>	CM	Submit Program Application, Course Outlines, NOI, and LMI into Webforms
	<input type="checkbox"/>	CM	Await notification from State of program approval (allow 3-4 months)
	<input type="checkbox"/>	CM	Notify department and division dean of state approval
	<input type="checkbox"/>	DI	Notify CAO of state approval
NWCCU APPROVAL PHASE	<input type="checkbox"/>	DD	Complete and submit NWCCU Substantive or Minor Change Application form to AA
	<input type="checkbox"/>	DD	Complete and submit NWCCU Substantive or Minor Change Proposal to AA
	<input type="checkbox"/>	CAO	Await notification from NWCCU of program approval (allow 90-120 days)
	<input type="checkbox"/>	CAO	Notify Division Dean and Curriculum Manager of NWCCU approval
NOTIFICATION PHASE	<input type="checkbox"/>	CM	Financial Aid is notified of new program
	<input type="checkbox"/>	CM	Registrar is notified of new program
	<input type="checkbox"/>	F	Library is notified of new program
	<input type="checkbox"/>	F	Bookstore notified of new program and courses