



**AP 4023**

**Educational Program Initiation**

**I. INTRODUCTION**

An educational program is defined in title 5, section 55000 (m), as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education."

Educational program initiation is the process of proposing a new educational program. This process is designed to ensure the College has an opportunity to thoughtfully and intentionally evaluate the alignment of potential programs with the College Mission, Strategic Goals, and existing curriculum; and to evaluate the total cost of ownership of potential programs. The institution values examining the total cost of ownership, which includes the impact of new programs on human resources, facilities, technology, and the initial and ongoing budget. This process includes review of potential programs that are grant or externally funded, recognizing that these programs may eventually require use of the College's general funds.

Initial program ideas may be proposed by a variety of sources, including faculty, administrators, advisory boards, industry representatives, members of the community, and others.

**II. GUIDING PRINCIPLES**

- The College desires a process that supports new ideas from a variety of sources and thoughtful consideration of potential programs.
- Programs initiated through this process will demonstrate that they fulfill a need, align with the College's Mission, and are feasible within the College's current or anticipated resources.
- The process recognizes that as faculty have primacy in the development of curriculum, the Curriculum Committee will be an integral part of program initiation review.

**III. EDUCATIONAL PROGRAM INITIATION PROCESS**

The process for initiating a new program includes the following steps:

- Submission of Program Initiation Proposal Form by initiator
- Educational Program Proposal Committee review for feasibility
- Curriculum Committee review
- Chief Instructional Officer recommendation
- Curriculum Committee recommendation
- Board of Trustees approval
- Submission to Chancellor's Office

**IV. COMPOSITION OF EDUCATIONAL PROGRAM PROPOSAL COMMITTEE**

The committee will comprise both voting and non-voting members:

**Voting Members**



- Resource Allocation Committee Faculty Tri-chair or designee
- Program and Services Review Committee Faculty Tri-chair or designee
- Curriculum Committee Chair
- Faculty Senate President
- Two (2) faculty members of the Curriculum Committee
- One (1) dean appointed by the CIO
- One (1) dean of the school most closely aligned with the program proposal. If more than one school is affected, deans of both schools can participate.

**Non-Voting Members**

- One (1) discipline expert. In the event that a faculty member with related expertise is not available, the committee will engage appropriate external expertise.
- Budget/Fiscal representative
- Office of Institutional Research representative
- Library and Success Center representative

**V. INITIAL REVIEW OF EDUCATIONAL PROGRAM PROPOSAL**

Once the Educational Program Proposal is received by the Educational Program Proposal Committee (EPPC), committee review and recommendation will occur within 30 business days unless extenuating circumstances require additional time.

Responsibilities of the Educational Program Proposal Committee include the following:

- Invite program initiator to present the initiation request to the committee
- Evaluate need for program
- Analyze program's fiscal impact on the College
- Analyze program's impact on other College resources
- Consider source and duration of external funding for the program (if applicable)
- Analyze staffing needs (projected faculty needs, classified support, designation of a program director [if applicable], and availability of qualified faculty and staff)
- Provide limited guidance to ensure initiators receive assistance in accessing data and navigating the process
- Ensure that committee discussions are documented and submit the committee's recommendation to the Curriculum Committee

Upon completion of its review, the Educational Program Proposal Committee will make a written recommendation to approve or not approve the program concept.

The decision of the EPPC will then go to the CIO for a final decision. Depending on the CIO's decision, the following will occur:

- Recommendation, including the committee's rationale, for one of the following:
  - Development of a credit program: If this option is selected, the originator needs to contact the Curriculum Office for assistance with completing proposals in Curricunet for faculty review and Board of Trustees approval.
  - Development of a non-credit program: If this option is selected, the originator needs to contact the Curriculum Office for assistance with completing proposals in Curricunet for faculty review and Board of Trustees approval and for guidance to ensure that the



- program meets Title V requirements for non-credit programs.
- Development of a not-for-credit program: If this option is selected, the originator needs to contact the Community Education Office for assistance with completing proposals for Board of Trustees approval.
  - Revisiting program development in the future (with recommended timeline): If this option is selected, the originator needs to contact either the Curriculum Office (for credit or non-credit programs) or the Community Education Office (for not-for-credit programs) to incorporate approval timelines in the timeline established by the EPPC.
  - Revisiting program development if conditions change (with specified conditions and timeline): If this option is selected, the originator needs to contact either the Curriculum Office (for credit or non-credit programs) or the Community Education Office (for not-for-credit programs) to incorporate approval timelines in the timeline established by the EPPC.
  - No program development

If the CIO and EPPC do not agree, the CIO will send a written response to the EPPC within 10 days and meet with the EPPC as soon as possible. If consensus is not reached, the Superintendent/President will make the final decision.

## VI. CURRICULUM COMMITTEE REVIEW AND RECOMMENDATION

Responsibilities of the Curriculum Committee include the following:

- Review the Educational Program Proposal Committee's recommendation
- Invite the initiator to present and discuss the proposal with the Curriculum Committee
- Provide status updates to participants
- Ensure that committee discussions are documented and submit the committee's recommendation to the CIO

The Curriculum Committee will review the proposal and consider the program's relationship to the College Mission and its overall impact on the institution. The committee's evaluation of the proposal will consider the following criteria:

### A. Qualitative

- Rationale for the program
- Program relation to the College Mission
- Anticipated outcome of the educational program (degree, certificate, diploma, license, or transfer)
- Anticipated number and list of courses
- Program alignment within the College's schools/disciplines
- Anticipated duration of the program
- Time considerations for program initiation
- Extent of the dialogue with individuals and colleagues related to the concept proposal
- For proposed Career Technical Education (CTE) programs, the following items are also required:
  - Relationship of program to industry-recognized credentials
  - Regional employer engagement that exists or may be pursued in support of this program



- Community/industry partnerships that exist or are envisioned
- Establishment of an advisory committee and the need for external state or national regulatory accreditation or approval
- Identification of similar programs nationally, statewide, and within San Bernardino and Riverside Counties

**B. Quantitative**

- Feasibility and need recommendation by the Educational Program Proposal Committee
- Anticipated enrollment and potential impact on other College programs
- For proposed Career Technical Education (CTE) programs, labor market information (local, regional, state, other) supporting the need for the program

**VII. CURRICULUM COMMITTEE RECOMMENDATION**

The Chair of the Curriculum Committee will submit a written recommendation to the Faculty Senate at the next Senate meeting following the decision and submit the Curriculum Committee's recommendation and rationale to the Chief Instructional Officer within seven (7) days of Faculty Senate approval.

**VIII. CHIEF INSTRUCTIONAL OFFICER RECOMMENDATION AND BOARD APPROVAL**

The Chief Instructional Officer will review and consider the committees' recommendations and submit a recommendation to the Board of Trustees, whose decision to approve or not approve the program is final. Approved programs will be submitted to the Chancellor's Office by the Curriculum Committee Chair.

- IX.** The policies and procedures outlined above will be subject to review and revision at the end of the first yearly curriculum cycle following adoption of these procedures.