

New Program Development Proposal

Use the provided checklist to complete this form and return to your Division Dean for approval to begin the development process.

Program Name: _____

Total Credit Hours: _____ Format: Transfer CTE Certificate Other _____

Division: _____ Semester/Year _____

Please attach a detailed description of the Program and include the need, cost and rationale of who it will serve. Also include how it will affect enrollment.

Approval to Develop Program

Completion of Steps 1-7

Office of Instruction Approval Date: _____

Instructor Signature Date

Sent to Faculty Review on: _____

Division Dean Signature Date

Academic Affairs Approval Date: _____

EVP for Instruction Date

Approval of Developed Program

Completion of Steps 8-14

Office of Instruction Approval Date: _____

Instructor Signature Date

Academic Affairs Approval Date: _____

Division Dean Signature Date

ICCB/IBHE Approval Date: _____

EVP for Instruction Signature Date

New Program Development Checklist

- Step 1** Provide program need, cost, who's served and effect on College enrollment to the Division Dean.
- Step 2** Discuss proposal with program faculty. Date Completed: _____
- Step 3** Discuss proposal with Dean and Advisory Board (if appropriate). Date Completed: _____
- Step 4** Complete New Program Development Proposal Form.
- Step 5** Dean presents proposal at Office of Instruction.
- Step 6** Office of Instruction sends the New Program Development Proposal form to all faculty for comments.
- Step 7** Dean presents proposal and faculty input at Academic Affairs.
- Step 8** Faculty develops program and provides Program Outline and Outcomes to the Dean.
- Step 9** Dean presents Program Outline and Outcomes to Office of Instruction.
- Step 10** Dean presents the Program Outline and Outcomes to Academic Affairs.
- Step 11** Dean works with Transfer Coordinator for IAI approval and / or Articulation.
- Step 12** Dean/Faculty work with Institutional Effectiveness department on ICCB/IBHE Approval Prep (Appropriate form prepared including supplemental information.)
- Step 13** Institutional Effectiveness department submits request to ICCB/IBHE for approval. (May respond with follow-up questions prior to approval.)
- Step 14** Institutional Effectiveness department places information for the new Program in Colleague. Deans request the new Program to be placed in Catalog.