Curriculum Committee Policy: New Programs & Program Substantial Changes

The Curriculum Committee has approved the following procedure for development of new programs and programs requiring substantial change, inclusive of the development of new courses for said programs. The goal of this policy is to aid faculty in the development process for new programs. Approval of this plan by the curriculum committee is not a guarantee of program approval, but does allow faculty to verify that a request for a new or substantially modified program is feasible before they begin the substantial work of developing courses. It also provides an opportunity for collaboration and feedback on new curriculum from across the District, ensuring that new curriculum proposals take the District's wide range of existing resources into account.

If a faculty member plans to develop a new program, or make substantial modifications to an existing program, meeting one or more of the criteria below, then the program must be presented to the curriculum committee *prior to* development of new courses intended for that program.

    A. New programs (degrees and certificates of achievement, completion, or competency) requiring the following (any new programs required by state or other mandates are exempt from this policy):
        a. Development of one or more new courses.
        b. The creation of a new department designation for courses (eg. ENGL, ARCH, AUTO, etc).
        c. Additional district resources (new faculty, equipment, etc), without which the new program cannot be implemented.
    B. Substantial modifications to an existing program that require one of the following:
        a. Development of one or more new or substantially modified courses that changes the focus of the degree.
        b. The creation of a new department designation for courses (EG: ENGL, ARCH, AUTO, etc).
        c. Additional district resources (new faculty, equipment, etc), without which the program modifications cannot be implemented.

In order to present the program to the curriculum committee, faculty should complete the attached form. Forms must be completed and submitted to the Curriculum Coordinator no later than 72 hours prior to the desired curriculum committee meeting date in order to be presented as part of that meetings' agenda. The curriculum committee will not review incomplete proposals, including those lacking the necessary signatures of support.

New Programs & Program Substantial Changes Form

New programs and program substantial changes meeting the criteria in Curriculum Committee Policy 20170301-1 must be presented to the committee for an initial review and vote before new courses are developed. This form must be completed, with all signatures, and submitted to the Curriculum Coordinator no later than 72 hours prior to the meeting indicated in order to be scheduled for presentation. If you have any questions regarding the contents of this form, please contact the Curriculum Coordinator or your division's Curriculum Representative for assistance.

1. This proposal is for a (check one): ☐ *New Program* ☐ *Substantial Change to an Existing Program* in the_____Division.

2. The proposal meets the following criteria (check all that apply):
   ☐ It requires the development of one or more new courses
   ☐ It requires the creation of a new department designation for courses (EG: ENGL, ARCH, AUTO, etc).
   ☐ It requires additional district resources (new faculty, equipment, etc), without which the program cannot be implemented.

3. Briefly describe the proposed new or modified program:

4. Describe the program goals for the new or modified program. Be specific as to transfer and/ or occupational goals (Narrative Item 1):

5. Describe how this new or modified program will fulfill the mission of the college. How does the new or modified program fit the District's master plan? How does it directly support our region? (Narrative Item 4):

6. Describe the courses that will be developed for the program. Provide draft titles for each, with a one-sentence description of their proposed content (Narrative Item 3).

7. Please describe any similar programs at COS or in our service area. How will this program fit at COS and avoid duplicating existing resources? (Narrative Items 6 & 7)

8. If this is a CTE program, please describe how it fits an occupational need for this area, and summarize the relevant labor market information.

9. If this program requires a new department designation for courses, describe why this is necessary, list the appropriate faculty service area for the department, and indicate how faculty teaching these courses will be credentialed.

10. If you are requesting new resources, list them here with any applicable costs and a justification of their necessity. This table should include any external regulations or accreditation requirements the program will be required to meet:

Resource	Cost	Justification

Curriculum Committee Policy Number: 20170301-2

In addition to the above, please attach any relevant documents you would like the committee to review, including but not limited to course summaries, program outlines, labor market data, advisory committee meeting minutes. Prior to submission to the Curriculum Committee, this proposal should be discussed and approved by your Division, with relevant signatures collected below. The proposing faculty member or a designated representative should be prepared to attend the curriculum committee meeting on_____and present the above to the committee, with time to address any questions.

_____   _____
Proposed By (Faculty Member)   Date

_____   _____
Curriculum Representative   Date

_____   _____
Division Chair   Date

_____   _____
Dean   Date