

Los Medanos College
Approval Process for New Instructional Programs
and for Changes to Existing Programs
(November 2004) Revised October 2010

The Los Medanos College Instructional Program Approval Process is designed primarily to describe the steps the college will take to approve proposals for **new** instructional programs as defined in the Program and Course Approval Handbook of the Chancellor's Office California Community College (the "*Handbook*" - see http://www.cccco.edu/Portals/4/pcah_032009.pdf) . The process will be used to approve proposals for **new** programs with major requirements of at least 18 units that **lead to an associate degree and/or a certificate of achievement**.

New Instructional Program Proposal Overview:

The development and approval process for new instructional programs occurs in two phases.

Phase 1 (College Level)

A "big picture" proposal that includes program mission/goals/rationale and curriculum, a needs assessment and feasibility study, and a description of the human, fiscal and physical resources required for the program is presented to the **Academic Senate** and then to the **Shared Governance Council** for review and recommendation to the President. If approved by the **President**, the program approval process enters the second phase.

Phase 2 (State Level)

A more complete proposal is developed addressing the current criteria required for Chancellor's (System) Office review. Elements required include those addressed in first Phase 1, so the Phase 2 proposal is an expansion of the initial version. The required elements for CTE/occupational programs differ in some sections of the proposal from those required for transfer programs. The Phase 2 proposal is reviewed by the **Academic Senate**, the **Curriculum Committee** and the **Shared Governance Council**, which forwards a recommendation to the **President**. If approved by the President, the proposal is submitted to the **District Educational Planning Committee** for review and approval and then forwarded for (local) **Governing Board** approval. Finally, the proposal is submitted to the **Chancellor's Office** for review and approval at the state level. CTE/occupation programs are reviewed by the **Regional Occupational Consortium** prior to submission to the Chancellor's Office.

Changes in Degree and Certificate Programs Overview:

College approval, and often Chancellor's Office approval, may be required to make **changes** in degree and certificate requirements such as:

- **Changes in degree and certificate requirements**
- **Changes in program options**

- **Reactivation of an inactive program**

Guidance is provided in the *Handbook* regarding the degree of change that triggers a requirement for Chancellor's Office approval. The degree of change will determine whether the program needs to complete Phase 1 (College approval) and/or Phase 2 (State Approval) of the process.

The Office of Instruction will provide assistance in determining the extent to which the Phase 1 form should be completed. For example, a proposal to reactivate an inactive program would be likely to require a complete Phase 1 proposal, whereas a proposal to change the major requirements in an existing program might only require a brief rationale.

Follow the approval steps outlined in Phase 1 (College Level) of the Instructional Program Approval Process. The level of review will be proportionate to the degree of change outlined in the proposal.

Process Timeline:

The full process takes approximately two years to complete, although some compression of the timeline is possible. *The dates are generally used as "guidelines" and are not to be considered "deadlines"*. However, the dates listed in Fall Term Year 2 must be met (consider them as deadlines) in order to meet deadlines for articulation with the CSUs and the UCS, and Chancellor's Office approval.

Spring Term Year 1

- The department submits the Phase 1 proposal (College form) to the **Academic Senate** by February 15.
- The Academic Senate recommendation is forwarded to the **Shared Governance Council** and to the President (for review and approval) by March 31.
- The Shared Governance Council recommendation is forwarded to the **President** by May 1.
- President makes a decision regarding the proposal prior to the end of the Spring term and informs the Department, the Academic Senate, the Shared Governance Council and the appropriate Instructional Dean.

Fall Term Year 1

- The **District Education Planning Committee** is informed that a formal proposal will be submitted next fall.
- The LMC Phase 1 form may be submitted to the District Education Planning Committee.
- Department develops **course outlines and submits to Curriculum Committee** for approval.

- Department initiates Phase 2 proposal (State Application). (Phase 2 proposal is a word document - not a state form- developed by the department addressing all the criteria for program approval listed in the current *Handbook*.)

Spring Term Year 2

- Complete Phase 2 proposal (State Application) and **submit it simultaneously to the Academic Senate President, the Curriculum Committee Chair and to the President's Office for the Shared Governance Council** prior to March 15.
- The Curriculum Committee recommendation is forwarded to the Shared Governance Council (for information).
- The Academic Senate forwards its recommendation via its representatives to the Shared Governance Council.
- The Shared Governance Council recommendation is forwarded to the President by May 1.
- The President makes decision regarding the proposal prior to the end of the term and informs the Curriculum Committee, the Academic Senate, the Shared Governance Council and the appropriate Instructional Dean.
- The Department submits any remaining new course outlines for approval to the Curriculum Committee prior to the end of the semester.

Fall Term Year 2

- CTE programs should complete and submit BACCC application form to the **Regional Occupational Consortium** (BACCC) for review and endorsement by late August.
- The department completes the **District Education Planning Committee** form and submits for Committee review in September.
- The President submits the Phase 2 proposal to the **Governing Board** for the October Board meeting.
- The Office of Instruction submits proposal to the **Chancellor's Office**, California Community Colleges immediately.
- Upon approval in late fall/early spring, the program will be described in the next edition of the catalog and courses can be offered the following academic year (effective July 1).

Committee Roles:

Academic Senate

In Phase 1 - The Academic Senate will **conduct a preliminary review** of the new program. The Senate will evaluate the new program for its possible impact on departments outside the program area, as well as the possible effects of the new program on LMC student retention, success, and persistence toward a degree, certificate and/or transfer. The Academic Senate will then vote approval of the overall program course pattern and will **forward its recommendation to the Shared Governance Council and to the College President.**

In Phase 2 – The Academic Senate reviews the state application and forwards its recommendation to SGC.

Shared Governance Council

In Phase 1 - The Shared Governance Council has the responsibility to **broadly review the program proposal and to formulate a recommendation to the President in light of college priorities** as articulated in the Educational Master Plan. The SGC will consider the fiscal, human and physical resources required to support the program in its review.

In Phase 2 – The SGC reviews the state application and forwards its recommendation to the President.

Curriculum Committee

After Phase 1 - The Curriculum Committee has the **responsibility for approving new courses/course outlines of record**, course prerequisites, and course requirements for the new program and will assist in resolving any articulation issues raised by the new program.

In Phase 2 – The Curriculum Committee reviews the state application and forwards its recommendation to SGC.

Educational Planning Committee

In Phase 1 – The Education Planning Committee is informed and reviews the new program in light of existing programs in the district and need. (The District Educational Planning Committee is a district-wide committee that is charged with review and approval of new instructional program proposal in Curriculum and Instruction Procedure 4008.)

In Phase 2 – The Committee reviews the application and forwards its recommendation to the (local) Governing Board.