

Appendix A

NEW INSTRUCTIONAL PROGRAM PROPOSAL

A new instructional program request can be initiated by the administration, faculty, or the Academic Senate. Those initiating the New Instructional Program Proposal are responsible for researching, gathering, and analyzing these data using all relevant resources. If approved by the President/Superintendent, the proposal will be submitted to the Program Viability Committee (PVC) for further analysis, and, if necessary, research.

1. Division(s) and proposed title of new program
2. Impact on the general education curriculum or the curriculum of other programs
3. Anticipated number of students who will enroll in the new program, including relevant supporting data
4. Similarity to other programs at the College or in the surrounding area, and their efficacy (including best practices of other colleges)
5. Requirements from transfer institutions
6. Ability of college to provide resources necessary to maintain the program <ul style="list-style-type: none">• Availability of full-time and associate faculty• Faculty compensation FT/PT• Support Staff compensation• Facilities costs• Equipment costs• Supplies cost• Library and research materials costs
7. Alignment with Chancellors Office priorities, college mission, program advisory committees, accreditation standards, and state and federal law

8. Effects on local and regional business and industries, i.e., declining market/industry demand
9. Employment outlook – regional, national, and international – including workplace/career data from appropriate professional groups
10. Requirements and resources of discipline-specific accrediting agencies, identifying funding sources
11. Impacts on equity and diversity of students, staff, and the local community