

Program Proposal Process

Scope: This process outlines the initial program proposal process for new programs with respect to the roles of the Academic Senate and the Curriculum Committee.

Authority: Under Article 2, Section 2 of the Las Positas College Academic Senate Constitution, “the Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate regarding curriculum, including establishing prerequisites and degree and certificate requirements.” In addition, “the Board of Trustees or its designees and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations regarding educational program development.”

LPC Program Definition: "A program is an organized set of courses and/or services that lead to defined objectives in support of and advancement of student learning."

Examples of Programs:

- 1. Programs Subject to Academic Senate Purview:** Academic Programs, CTE Programs, or other programs subject to Academic Senate purview, including credit and noncredit courses, certificates, and degrees
- 2. Other Projects, Grant Projects, or Programs Related to 10+1:** Middle College, Community Education, learning communities, adult education offered through other educational venues

Transparency, Information, and Support: Some programs are directly subject to the purview of the Academic Senate and the Curriculum Committee. Additional programs and projects directly impact faculty and students. The Academic Senate shall approve by consent all programs in order to promote transparency, to ensure that members of the campus community have information about emerging programs and projects, and to help to build support for new programs and projects. This process is non proscriptive; it is intended to allow flexibility in the development of programs and projects.

I. Process of Approval for Programs Subject to Academic Senate Purview

New Degrees and Certificates:

- 1. Presentation to Academic Senate, including:**
 - Anticipated resources and costs, including classified professional support and administrative oversight
 - Need or demand:
 - CTE (LMI, advisory board)
 - Transfer (none)
 - Local (similar programs in service area, some measure of need)

- Mission appropriateness – educational master plan (not required for Transfer programs)
 - Curriculum required – course sequence
 - FTEF required (if applicable)
 - Implementation schedule
 - Program Student Learning Outcomes (PSLOs)
 - Program map (as part of the Guided Pathway process)
2. Discussion in the Academic Senate, refer to other committees if needed (Examples include Resource Allocation Committee, Faculty Hiring Prioritization, Facilities, CTE Committee):
 - a. College Enrollment Management Committee
 - b. Discussion in the Institutional Planning and Effectiveness Committee (Information Item)
 - c. Recommendation by CEMC and other committees to Academic Senate, as needed
 3. Endorsement by the Academic Senate and College Council (endorsement not required for Apprenticeships)
 4. Development of course outlines and program proposal in CurricUNET
 5. Presentation to the Curriculum Committee
 6. Approval by the Curriculum Committee
 7. Consent approval by the Academic Senate
 8. Approval by College Council
 9. Approval by the CLPCCD Board of Trustees

II. Other Projects, Grant Projects, or Programs Related to 10+1

1. Presentation to Academic Senate, including:
 - Support for the program on campus and/or state mandate
 - Anticipated resources and costs, including classified professional support and administrative oversight
 - Mission appropriateness
 - Curriculum required
 - FTES and FTEF required (if applicable)
 - Implementation schedule
 - Outcomes (How will success be measured?)
 - Plan for funding termination (Institutionalization)
2. Discussion in the Academic Senate
3. Discussion in the Institutional Planning and Effectiveness Committee (Information Item), and other committees as needed.
4. Consent approval by Academic Senate with possible referral to other campus entities for further consideration