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

~~**Existing Academic/CTE Programs:** Programs using existing curriculum or programs requiring additional courses~~
   ~~1. Presentation to the Curriculum Committee~~
   ~~2. Approval by the Curriculum Committee~~
   ~~3. Consent approval by the Academic Senate~~

~~**New Academic /CTE Programs**~~**New Degrees and Certificates:** ~~New disciplines that may require new faculty, FTEF, and/or College resources~~
   1. Presentation to Academic Senate, including:
      - ~~Support for the program on campus~~

- Anticipated resources and costs, including classified professional support and administrative oversight
- Need or demand – for CTE (LMI, advisory board), AD-T (none?), Local (similar programs in service area, some measure of need…)
- Mission appropriateness – part of the narrative (educational master plan)
- Curriculum required – course sequence
- ~~Interdisciplinary elements~~
- ~~FTES and~~ FTEF required (if applicable)
- Implementation schedule
- Outcomes (How will success be measured?) PSLOs
- Program map (as part of the GP process)

2. Discussion in the Academic Senate, refer to other committees if needed:
   - ~~2.~~a. College Enrollment Management Committee
   - ~~3.~~b. ~~Refer to other committees for discussion/recommendation back to Academic Senate~~ (Examples include Resource Allocation Committee, Faculty Hiring Prioritization, Facilities, CTE Committee)
   - ~~4.~~c. Discussion in the Institutional Planning and Effectiveness Committee (Information Item)
   - ~~5.~~d. Recommendation by CEMC and other committees to Academic Senate, as needed

~~6.~~3. Initial endorsement by the Academic Senate and College Council

~~7.~~4. Development of course outlines and program proposal in CurricUNET

~~8.~~5. Presentation to the Curriculum Committee

~~9.~~6. Approval by the Curriculum Committee

~~10.~~7. Consent approval by the Academic Senate

~~11.~~8. Approval by College Council

~~12.~~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)
4. Consent approval by Academic Senate with possible referral to other campus entities for further consideration