



NEW PROGRAM APPROVAL PROCESS

FORM A

Step I of V

The New Program Approval process is a five-step process. Newly approved programs will be placed automatically on a 2-year or a 5-five year Institutional Program Plan and Review process cycle, depending on their academic nature (vocational: 2-year cycle; regular: 5-year cycle).

- Step I:** Submit Form A to the Shared Governance Council for approval.
- Step II:** Upon Shared Governance Council's approval of Form A, the appropriate Dean of Academic Affairs will submit the approved Form A to the Planning and Budget Committee for their review and endorsement.
- Step III:** Submit approved Form A, Planning and Budget Review and Endorsement Worksheet, and Form B for second approval by the Shared Governance Council—this is not the final approval.
- Step IV:** Secure approval on coursework from the Curriculum Committee.
(If the new program is a new degree or certificate with a course load of 18 units or more, also submit the "New Degree/Certificate" form to the Curriculum Committee for approval).
- Step V:** Submit Planning and Budget Review and Endorsement Worksheet, approved forms A and B, and Curriculum Committee approval to Cabinet for final approval and date for program implementation.

There is a two-year limit in the process. If all five steps are not completed in two years, the process will have to restart at Step I.

Date:

Program Title:

Proposed by:

Division:

Department/Discipline:

Program Description: (a) Description; (b) Catalog description; (c) Purpose; (d) Specific objectives; (e) Required courses and unit load currently being offered; (f) Courses to be developed.

ENTER INFORMATION HERE

Justification (must include documentation from the APPW and the Strategic Plan)

ENTER INFORMATION HERE

Needs Assessment: Indicate the following: (a) Evidence of the need for this program and its source (National, State and Local); (b) Projected enrollment & FTES for the first five years. What process did you use to arrive to this projection? (c) Are other community colleges in the area offering this program? (d) Are any other programs currently offered at Cuesta College closely related to this new program?

ENTER INFORMATION HERE

Faculty Qualifications: (a) List any program-specific faculty qualifications that are needed to achieve the program outcomes; (b) Comment on any potential difficulty in hiring qualified faculty; (c) Expected year when full-time faculty will be hired; (d) 5-year hiring plan ratio faculty/students; (e) List faculty at Cuesta College qualified to teach courses in this program.

ENTER INFORMATION HERE

Equipment & Software Needs/Costs:

ENTER INFORMATION HERE

Facility Needs/Costs:

ENTER INFORMATION HERE

Program Accreditation/Regulatory Component(s):

ENTER INFORMATION HERE

Library Requirements:

ENTER INFORMATION HERE

Categorical/Grant Funds: (a) Describe the 5-year funding plan; and, (b) What are the funding resources once the grant or source of funding expires?

ENTER INFORMATION HERE

SHARED GOVERNANCE CLEARANCE AND CONSENT TO MOVE FORWARD
This is a conditional approval and does not grant the right to implement the program.

Is this new program cleared to move forward in the approval process?

YES: ____

NO: ____

(Explanation attached)

Signatures:

Co-Chair of the Shared Governance Council

Date

Co-Chair of the Shared Governance Council

Date

DEADLINE TO SUBMIT FORM B

(Cannot exceed two years from the date of approval of form A):

DEADLINE FOR FORM B



NEW PROGRAM APPROVAL PROCESS

FORM B
Step IV of V

There is a two-year limit in the process. If it has been over two years since Form A was approved, the entire approval process is null and must restart.

This is step III. The following materials **MUST** be submitted with this form:

- Submit original **APPROVED** Form A with Shared Governance Council co-chairs' signatures.
- Submit Planning and Budget Review and Endorsement Worksheet.

If this form is approved, you may move on to step IV:

Step IV: **Secure** approval on coursework from the Curriculum Committee.

(If the new program is a new degree or certificate with a course load of 18 units or more, also submit the "New Degree/Certificate" form to the Curriculum Committee for approval).

Date:

Program Title:

Proposed by:

Division:

Department/Discipline:

Current Justification (must include documentation from the APPW and the Strategic Plan)

ENTER INFORMATION HERE

Comments

ENTER INFORMATION HERE

Only fill out the portions from this point forward that differ to what was stated in Form A.

Changes: Needs Assessment

ENTER INFORMATION HERE

Changes: Cost Equipment

ENTER INFORMATION HERE

Changes: Facilities Needs

ENTER INFORMATION HERE

Changes: Faculty Needs

ENTER INFORMATION HERE

SHARED GOVERNANCE SECOND APPROVAL

____ APPROVED

____ DENIED

Signatures:

Co-Chair of the Shared Governance Council

Date

Co-Chair of the Shared Governance Council

Date



**NEW PROGRAM APPROVAL PROCESS
PLANNING AND BUDGET REVIEW AND ENDORSEMENT WORKSHEET**

Date:

Program Title:

Proposed by:

Division:

Department/Discipline:

COST/BENEFIT ANALYSIS

COSTS

ITEM	DOLLAR AMOUNT
Initial Start up Cost	\$
Sustainable and Ongoing Costs	\$
Indirect Costs	\$
TOTAL	\$

BENEFITS

PROJECTED FTES PER YEAR	
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FUNDING SOURCES Check all that apply and provide dollar amount and length of funding	DOLLAR AMOUNT	LENGTH OF FUNDING
<input type="checkbox"/> Foundation	\$	
<input type="checkbox"/> New Revenues	\$	
<input type="checkbox"/> Reallocation of funds	\$	
<input type="checkbox"/> Categorical (Please list all sources)	\$	
<input type="checkbox"/> CTE	\$	
<input type="checkbox"/> Chancellor's Office	\$	
<input type="checkbox"/> VTEA	\$	
<input type="checkbox"/> Other: _____	\$	
TOTAL FUNDING SOURCES	\$	

Reviewed and Endorsed by:

Cuesta College Vice President of
Administrative Services

Classified co-chair of Planning and Budget

Faculty co-chair of Planning and Budget