This checklist is utilized by Program Coordinators at the System Office as a key component of the program evaluation process. It is provided as a resource for colleges to utilize prior to submission of their curriculum program application to ensure that their program application is complete.

___ Is the program a concentration? ___ yes ___ no (If “yes”, check to see if college has approval for the parent program and could utilize the special application process.)

___ Is this program title on the “special application” list? ___ yes _____ no (If “yes” discontinue the traditional process. Extract the required pieces and review as a special application. Do not send a letter of “receipt” to the college.)

___ Is this program already approved for the college? _____ yes _____ no (If “yes”, notify the college that they already have approval. Best resource for determining is Colleague (XUIA) through System Office or Educational Guide Catalog.

I. PROGRAM PLANNING (Should be in narrative format. A&B combined is limited to 3-5 pages)

A. Purpose:
   1. _____ Purpose of program is included
   2. _____ Narrative illustrates how program directly ties to mission of college
   3. _____ Narrative illustrates how program directly ties to colleges Institutional Effectiveness Plan

B. Rationale:
   1. _____ Indicates method of delivery of the program (online/traditional/hybrid)
   2. _____ The rationale narrative may include the following. Please indicate the components included and your notes concerning the strength of each:
      ___ Labor Market Information (Local Labor Market Information is vital to application):
          ______________________________________________________
          ______________________________________________________
      ___ Letters of Support from Business/Industry
          ______________________________________________________
          ______________________________________________________
C. Local Certification:

1. ______ College has included the completed/signed institutional certification

2. ______ Copy from Board of Trustee minutes showing Board approval of the program are included in the application

II. Program Planning Notification:

A. ______ Planning notification sent to all community colleges (copy of email that accompanied notification was included in application or you received via email. Place copy of email in application file.)

B. ______ Planning notification was sent to college presidents, chief academic officers and the System Office Senior VP/CAO

C. ______ Planning area (listing specific counties) was included on notification

D. ______ Anticipated starting semester was included in notification

E. ______ Planning area on notification is consistent with information provided in application. (If not, revised notification was sent.)
III. Impact of Proposed Program on Other Programs in the System

A. Program includes a clinical requirement
   Yes _____  No_____
   _____ If yes, impact assessment was sent to all colleges approved to offer the same/similar program and
   _____ If yes, the impact assessment includes a listing of the clinical sites that may be utilized by the applying college.
   _____ If no, impact assessment was sent to colleges in contiguous counties that are approved to offer the same/similar program. (*Contiguous is defined as any county that borders service area counties of the applying college.*)

B. _____ Impact Assessment form documents the perceived impact of the proposed program.

C. _____ List of colleges that received an impact assessment form are included

D. _____ A narrative summary of the responses received is included.

E. _____ Copies of signed impact assessments from all responding colleges are included.

F. Was a negative response received?
   Yes_____  No_____
   _____ If yes, a narrative summary of the actions the college took to resolve the negative response and the outcome of the action is included.
   _____ If yes, the outcome of the resolution meeting is documented on the signed resolution form

G. If the college presidents cannot reach agreement on the impact of the proposed program, the System Office Senior VP/CAO will refer the issue to the System President. If a meeting with the System President does not resolve the issue, the presidents may request a hearing before the Program Committee of the State Board. The Program Committee will make a recommendation to the State Board on the disposition of the proposed program. The State Board’s decision regarding resolution of the matter is final. Please document below the steps taken if the college presidents were unable to resolve the perceived negative impact:
   ____________________________________________________________________________________

IV. Implementation of Level III Instructional Service Agreement (ISA)

A. Program includes indication that college plans to collaborate with one or more colleges to offer the proposed program       Yes_____  No_____
   _____ If yes, a Level III ISA is included in the application.
V. Proposed Program of Study
   A. _____ Proposed program of study is included in the application
   B. _____ Proposed program of study is in compliance with the current/proposed curriculum standard

VI. New to the System Program Application (only complete if applicable)
   A. _____ Proposed Curriculum Standard is included in the application
   B. _____ Proposed Curriculum Standard is in compliance with State Board Code
   C. _____ Courses are correctly listed on proposed standard and hours are correct
   D. _____ Pre/co requisites for any required core course (non-general education courses) are included in core.
   E. _____ Course(s) new to the Combined Course Library are attached and are appropriate, non-duplicative, and utilize correct format.
   F. _____ Course(s) new to the Combined Course Library do not contain a “new” prefix that has already been utilized for another curriculum or continuing education course. (Utilize electronic CCL as resource.
   G. _____ Proposed new program is not duplicative to existing programs.

Other Comments/Concerns:

Does college show indicators of student interest in enrollment in proposed program?