

Curriculum Program Application Special Application Process

Processing and Evaluation Report

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.

I. The following items have been confirmed:

- A. Curriculum title is included on special application title list
- B. College is approved for conditional title if applicable
- C. College is approved for the parent program if the title is a concentration
- D. College is not already approved for this program

II. The following documents are included in the application packet:

- A. College certification page (signed)
- B. Copy of Minutes from Board of Trustees meeting(s) at which proposed program discussed and approved.
- C. College's proposed program of study (POS)
- D. List of colleges who received an Impact Assessment Form and a summary of the responses received.
- E. Impact assessment form(s) from colleges in counties contiguous (or all approved if clinical component) to applying colleges' service area approved to offer the same or similar program are attached.
- 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, 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:

III. 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

III. Curriculum Design

- A. _____ Program of study meets criteria of current Curriculum Standard
B. _____ Program of study does not include course(s) restricted to another program
C. _____ Completed POS review is attached

Comments/Concerns:
