Program Viability Flowchart – CTE Programs

Initial Data Request

- •The initial data request is made to the Institutional Research, Planning, and Institutional Effectiveness office (IRPIE).
- Requests must be made by June 1 to receive data by fall and by October 1 to receive data by spring.

Program Viability Process

- •The Program Viability Proposal must be submitted to the Senate by the eight week of the fall semester to ensure a decision that academic year. Proposals received later than this will be acted on when time permits.
- •The Program Viability Committee will discuss the proposal and recommend an action to the Senate. The Senate ultimately approves or does not approve the proposal.

Notifications and **Full Labor**

> Market Study

•Once a decision is made to approve, the Senate notifies IRPIE to begin a full labor market study, including both regional LMI and employer surveys or focus groups. The full labor market study may take 1-2 months to complete depending on department workload and staffing.

•The Regional CTE Consoritum is also notified of the program in development.

Curriculum **Approval Process**

Processes

- •Once the Labor Market Study is complete, the new program and any associated new courses may be scheduled for a Curriculum Committee meeting agenda
- After the approval of the Curriculum Committee, the program and any associated new courses are confirmed by the Senate and the Board of Trustees.
- After the local processes are complete, the program is submitted to the Regional CTE Consortium for approval.

State Approval

•Once the program is approved by the Regional CTE Consortium, the courses are submitted to the CCCCO for state-level approval, and then after the courses are approved, the program is submitted for approval.

Program Viability Flowchart – Non-CTE Programs

Initial Data Request

- •The initial data request is made to the Institutional Research, Planning, and Institutional Effectiveness office (IRPIE).
- •Requests must be made by June 1 to receive data by fall and by October 1 to receive data by spring.

Program Viability
Process

- The Program Viability Proposal must be submitted to the Senate by the eigth week of the fall semester to ensure a decision that academic year. Proposals received later than this will be acted on when time permits.
- •The Program Viability Committee will discuss the proposal and recommend an action to the Senate. The Senate ultimately approves or does not approve the proposal.

Curriculum
Approval
Process

- Once the Senate approves the addition of the new program, the new program and any associated new courses may be scheduled for a Curriculum Committee meeting agenda
- After the approval of the Curriculum Committee, the program and any associated new courses are confirmed by the Senate and the Board of Trustees.

State Approval Processes

- For credit programs, after the local processes are complete, the courses are submitted to the CCCCO for state-level approval, and then once the courses are approved, the program is submitted for approval.
- At this point, the courses are also submitted to CSU and UC for General Education articulartion at the next available submission point.