DRAFT QUICK CHECKLIST - NEW PROGRAM PROPOSAL

Program Proposal Elements	CHECKLIST and SUPPORTING ATTACHMENTS (where applicable)
Departmental Curriculum/ Program Discussion	□ Faculty Peers, Department Chair, and Dean
	□ Align with Department Goals/Curriculum
	Possible Evidence
	o Minutes from Department Meetings
	o Program Review
Appropriateness to COC Mission	□ Strategic Plan/Educational Master Plan
	□ Proposed Program Goal/Objectives
Justification/Need	□ Discussion with Academic Dean (*mandatory*)
	□ Similar Programs at Other Colleges (for new programs)
	□ Labor Market Analysis (required for CTE programs)
	o EDD Labor Market Information
	o Centers of Excellence data
	o Workforce Investment Board regional studies
	o Studies and data from Licensing entities
	□ Advisory Board Recommendation (for CTE programs)
	o Advisory Board Committee List
	o Advisory Board Committee Meeting Minutes
	□ Real time employer-related data (optional)
	o Employer Survey
	o Local Employer Letters of Support
	o Copies of local job announcements
	o Newspaper/magazine article on trends
	□ Success/Retention Rates (for program modifications)
	□ Completer Projections (supported by IRP/other data)
	□ Articulation Agreements (for Transfer programs)
	□ Course description, units, anticipated contact hours
	□ % of Courses to be Offered Distance Ed
Regional Support	□ Will the Regional Consortium support this (for CTE)
Adequate Resources	□ Discussion with Academic Dean
	□ Feasibility Analysis:
	o Instructional Materials and Learning/Library Resources
	o Facilities/Classroom and Lab Space adequate
	o Equipment
	o Available and Qualified Faculty
	o Instructional Support Staff