

**VALENCIA COMMUNITY COLLEGE
PROGRAM, PRE-MAJOR DEVELOPMENT PROPOSAL FORM**

Preamble: For new program or pre-major development, a team is established to address enrollment management issues. This team should include stakeholders with expertise in the program or pre-major area such as faculty, deans, assistant vice presidents, and other staff identified by the provosts, vice presidents, and others. For new programs or pre-majors use the following process to analyze all facets of adoption. Please answer each question.

A.A. Pre-Major A.S./A.A.S Program Technical Certificate Vocational Certificate

Name of Program: _____

Is this a state approved program: Yes No

If no, has a New Program Request Form been submitted to the state: Yes No In Progress

Is there external accreditation that is applicable to this program: Yes No **If yes, please**

describe below: _____

Team to Review: _____

Identify the lead dean and program director _____

What is the academic rationale for adding program/pre-major:

What contributions to the community will this program/pre-major make:

What are the pre-requisite courses for the program/pre-major?

Business and Industry Employment Projections (For A.S./A.A.S/ Certificates only)

- Is the demand for occupations related to this program stronger than the supply may be of workers needed in the five county region: Yes No
- Describe current year and future employment projections

Wage Earnings of Occupations Related to the Program (For A.S./A.A.S/ Certificates only)

- Are the occupations included on the Targeted Occupations List: Yes No
If yes, is at least one occupation related to this program classified as high skill/high wage:
 Yes No

Business and Industry Input (For A.S./A.A.S/ Certificates only)

- Will this program be relevant to the current needs of business and industry:
 Yes No Please explain.

What other institutions were researched in preparing this program/pre-major?

Assess existing needs versus current availability of resources

1. Educational Materials/Equipment:

1.1 What educational materials and equipment are currently available?

1.2 Identify educational materials and equipment needs and cost. Include source(s) of funds and budget number.

2. Faculty/Staff:

2.1 Describe the current availability of full-time and part-time faculty/staff.

2.2 Identify specific faculty/staff needs and costs. Include source(s) of funds and budget number.

3. Facilities

3.1 Identify specific campuses where program/pre-major will be offered?

3.2 Identify where selected courses will be offered?

3.3 Is existing classroom/lab space available?

4. Enrollment Projections

4.1 Identify plans for enrollment projections for the next academic year?

4.2 Project enrollments. Indicate how projected enrollments will generate funding needed for resources and staffing.

4.3 What is the anticipated percentage of courses that could be offered as on-line delivery in this program? Who will take the lead to develop on-line courses? Time frame for development? If program courses are not conducive for the online environment, describe any additional needs.

5. Marketing

5.1 What target areas should be reached with marketing?

5.2 What are some ideas that you have regarding marketing efforts that would be beneficial to the Marketing and Media Relations Office?

5.3 What marketing efforts could be provided through the department?

6 Articulation

6.1 Identify private, four-year institutions available for articulation?

6.2 Which state institutions offer a four year articulation for this degree?

6.3 Is this a specific program that can be articulated to technical centers?

6.4 Are the state common prerequisites included in this program? (A.A. Pre-Majors only)

Date of Completion: _____

Signature: _____

Lead Dean or Program Director

Please keep in mind the appropriate meeting dates of the IAC and the College Curriculum Committee, and the deadlines for inclusion on an agenda.

When will the Credit Program Addition Program be distributed to the College Curriculum Committee?

Distribution to:

IAC

Provosts

CLO