

Program Proposal Process

Scope: This process outlines the initial program proposal process for new programs with respect to the roles of the Academic Senate and the Curriculum Committee.

Authority: Under Article 2, Section 2 of the Las Positas College Academic Senate Constitution, “the Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate regarding curriculum, including establishing prerequisites and degree and certificate requirements.” In addition, “the Board of Trustees or its designees and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations regarding educational program development.”

LPC Program Definition: "A program is an organized set of courses and/or services that lead to defined objectives in support of and advancement of student learning."

Examples of Programs:

1. **Program Subject to Academic Senate Purview**
 - a. **Academic or CTE Programs:** Courses, certificates, degrees
 - b. **Other Programs Subject to Academic Senate Purview:** Noncredit, adult education
2. **Other Projects, Grant Projects, or Programs:** Middle College, Community Education, College Foundation Semester

Transparency, Information, and Support: Some programs are directly subject to the purview of the Academic Senate and the Curriculum Committee. Additional programs and projects directly impact faculty and students. The Academic Senate shall approve by consent all programs in order to promote transparency, to ensure that members of the campus community have information about emerging programs and projects, and to help to build support for new programs and projects.

I. Process of Approval for Programs Subject to Academic Senate Purview

Existing Academic or CTE Programs: Programs using existing curriculum or programs requiring additional courses

1. Presentation to the Curriculum Committee
2. Approval by the Curriculum Committee
3. Consent approval by the Academic Senate

New Academic or CTE Programs: New disciplines, requiring new faculty

1. Presentation to Academic Senate, including:
 - Support for the program on campus
 - Resources and costs
 - Mission appropriateness

- Curriculum required
 - FTES and FTEF required
 - Implementation schedule
 - Outcomes (How will success be measured?)
2. Discussion in the Academic Senate and College Enrollment Management Committee
 3. Recommendation by CEMC to Academic Senate
 4. Initial approval by the Academic Senate
 5. Development of course outlines in CurricUNET
 6. Presentation to the Curriculum Committee
 7. Approval by the Curriculum Committee
 8. Consent approval by the Academic Senate

II. Process of Approval for Other Projects, Grant Projects, and Programs

1. Presentation to Academic Senate, including:
 - Support for the program on campus
 - Resources and costs
 - Mission appropriateness
 - Curriculum required
 - FTES and FTEF required
 - Implementation schedule
 - Outcomes (How will success be measured?)
2. Discussion in the Academic Senate
3. Consent approval by Academic Senate