

OC NEW PROF-TECH PROGRAM DEVELOPMENT AND/OR PROGRAM REVISION PROCESS

1. First, contact Cindy Wyman

2. Getting started

- Discuss with division dean. Is there faculty/IPP support?
- Does new program idea/revision meet college mission/vision?
- Do other colleges offer the same or similar program?
 - If yes, contact other college(s); may collaborate with college(s).
- Is it a new program (primary), or an option of an existing program?
 - If yes, form a new advisory committee.
 - If no, use existing advisory committee.

3. Is there a Workforce need?

- Research labor market data; must show demand for program.
- Communicate with local business, industry, labor representatives. **Meet with Cindy Wyman - start work on Program Approval Request (PAR).**

4. What is associated enrollment?

- Number of anticipated students enrolled each year.
- Number of anticipated students completing each year.

5. What are associated costs?

- Equipment needed, classroom and/ or lab space, Instruction/Faculty, Advising, Marketing. Library support: books, resource materials, etc.

6. New courses added?

- Identify appropriate skill standards.
- Develop new courses/curriculum, or negotiate Memorandum of Understanding to access curriculum from another college.
- Can new program be an I-BEST approved program?
- Need to determine course schedule/format of offerings.
- Will co-op/internship be a requirement?
 - If yes, identify internship sites.

7. Collaborate with Instructional Support Services (ISS) and Financial Aid (FA) regarding details of program.

- Is new program eligible for FA (must be 24 credits or more)? Notify FA.
- **Complete the PAR** - Get industry/ employer letters of support. Need Advisory chair, WFD Dean, VPI signatures.

8. Submit new/ revised curriculum to Instructional Policies Council (IPC) for review/ approval of new classes, certificate(s) and/ or degree.

- Once approved by IPC, Cindy prepares PAR, with course descriptions, curriculum guides and any other documentation needed by SBCTC for review and approval.

9. WFD submits PAR to State Board for Community and Technical Colleges (SBCTC) for review and approval.

- SBCTC sends to other colleges for comment period.
- Cindy completes the VA form and sends to Wendy McFadden. Wendy forwards the form to the VA rep for approval.

10. Obtain approval from SBCTC for new certificate(s), degrees, or program revisions.

- SBCTC adds to OC inventory.
- Cindy adds to the Eligible Training Provider List (ETPL).
- ISS includes in next OC Catalog and quarterly schedule, The View.
- Promote program.




OLYMPIC COLLEGE
 Workforce Development
 and Basic Studies



Program Development/Revision Process - Points to Remember!

Be sure to contact and meet with Cindy Wyman, Director of Program Development & Worker Retraining, from the beginning (360-475-7849). She will save you time and energy as you navigate this process!

- Any changes in certificate/degree programs must go through Instructional Policies Council (IPC) for review/approval and the changes must be sent to the State Board of Community and Technical Colleges (SBCTC), so the OC Inventory can be updated. **This must be done before any revised certificate/degree information goes in the OC catalogue and before the program can be promoted.**
- A program “option” is a variant of the “primary” program. At least 50% of the “option” must be drawn from the technical core of the “primary” program curriculum.
- A change to the number of credits in a certificate beyond 45 credits, will necessitate inclusion of English, Math and Human Relations courses.
- Certificates under 20 credits (including non-credit certificates) do not go through the PAR process, but they still must be approved by IPC and must be registered with the SBCTC.
- **Certificates of 20 credits or more require a Program Approval Request (PAR) to be completed with supporting documentation.** You must work with the Director of Program Development to complete the PAR. ***This includes certificates under 20 credits that are revised to become more than 20 credits.***