

Program Viability Proposal Template

The purpose of this template is to assist faculty and others in preparing the proposals required by AP 4201 (Program Viability – Initiation, Modification, and Discontinuance). This template is not meant to limit the information that can be provided in the proposal but to provide a format that helps to make sure the required information is included.

Section 1 - Program Information

1. Program Name:
2. Type of program? (Noncredit Certificate of Completion or Competency, Credit Certificate of Specialization or Achievement, AA/AS or AA-T/AS-T)
3. Which Department houses (or will house) this program?
4. Which School houses (or will house) this program?
5. Type of Proposal? (Initiation, Substantial Modification, Discontinuance)
6. Please provide a brief (no more than a paragraph) description of the program and its purpose.

For CTE Programs only:

4. Does the Regional Labor Data support this proposal? If so, how? *Please attach additional information as needed.*

5. What data are there from CTE Advisory Committees? How do they support this proposal? *Please attach additional information as needed.*

For Initiation proposals:

6. What new courses will be developed? What is the timeline for implementing these new courses?

7. What are the projected student success, persistence, and completion rates, and how are they favorable to this proposal?

9. What is the term to term persistence of students within the program?

10. If applicable, what are, and how do, the success rate of students passing state and national licensing exams support the proposal?

11. What is the rationale for discontinuing the program, if applicable?

12. For Discontinuance proposals, will discontinuance cause an adverse impact on students? If so, how?

Section 3 – Qualitative Information

For all proposals:

1. How is this discipline/field relevant for either transfer or CTE preparation?
2. How does this program relate to current college curriculum and offerings in the context of the academic mission of the College?
3. What effects would this proposal have on institutional outcomes?
4. Is there a potential for disproportionate impact on diversity? If so, how?

5. Is there input about the quality of the program from program review, student evaluations, articulating universities, local business and/or industry, advisory committees, and/or the community? If so, please explain.

6. Are there similar programs in surrounding college districts? If so, where?

7. Is there an ability to meet standards of outside accrediting agencies, if applicable? Please explain.

8. How does this program align with the goals and strategies of the College as outlined in the most recent Strategic Plan?

9. How will this proposal impact existing workload for instructional and support services? How will it impact the effectiveness of existing services or programs?

For Initiation proposals:

10. How will the proposed new courses articulate with other institutions of higher education?

11. If there is hiring related to this proposal due to grant funding, how will the position(s) be institutionalized once grant funding ends?

For Discontinuance proposals:

12. How will students be able to complete their degree or certificate or transfer?