

LCCC New Program of Study/Concentration Form

In accordance with Program Development and Approval Procedure, 2.3.1P, this form must be completed to establish the submission of a new credit-bearing program of study or concentration.

Dean's Signature: Please click here to add signature.		Date: Click here to select today's date.
1.	Program Contact:	Jeff Shmidl
2.	Effective Catalog Year:	2017-2018
Stage One: Identification of Program, Need, Goals and Competencies		
3.	Program Title:	The Business Management – Supply Chain Program
4.	O*NET-SOC Code:	Locate the code at: http://www.onetonline.org/help/online/search 11-9199.04
5.	CIP Code:	Locate the code at: http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55 52.0203
6.	Request for:	<input type="checkbox"/> New Program <input checked="" type="checkbox"/> New Program Concentration
7.	Type of Program: (choose one)	<input type="checkbox"/> Associate of Arts degree (60-64 credits in length) <input type="checkbox"/> Associate of Science degree (60-64 credits in length) <input checked="" type="checkbox"/> Associate of Applied Science degree (60-72 credits in length)
		<input type="checkbox"/> Credit Certificate (30-45 credits) <input type="checkbox"/> Credit Diploma (12-29 credits) <i>For financial aid eligibility Credit Certificates and Credit Diplomas must be a minimum of 15 weeks and 16 credits and all credits in the program must be accepted toward an AA, AS or AAS degree at LCCC.</i>
8.	Rationale for New Program:	Explain the goals of the new program and how this new program will include robust curriculum leading to a degree or certificate. Program is designed to cover all aspects of supply chain management leading employment opportunities in Cheyenne. Curriculum was vetted through the advisory board, which has representation from all of the local distribution centers.
9.	Program Description (as it will appear in the catalog)	The Business Management program is designed to prepare students for supervisory and managerial careers in business, government, and technical industries. The two-year occupational program combines academic study with work-related experience and leads to an Associate of Applied Science degree.
10.	Program Competencies:	Students apply problem solving skills in the context of Management, including analysis of the problem, application and execution of business tools, reflection and evaluation of the problem, and finally consideration of implications and future tasks.
		Students apply collaborative skills in the context of Management to accomplish a specific goal, including the proper use of cooperation, feedback, and conflict management while considering the differing perspectives of a dynamic team.
11.	Program Advisory Committee Summary Report:	See attached minutes
Stage Two: Program Research and Curriculum Development		
12.	Articulation:	Please click here to list the institutions with which you have initiated or completed program articulation agreements:
13.	Identification of similar Programs in WY and Region:	Please click here to list WY and regional institutions with similar programs in their current catalog:

14.	Implementation Plan/Timeline:	Fall 2017																																																																																											
15.	Program Sequence:	<table border="1"> <thead> <tr> <th>Course</th> <th>Title</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>COLS 1000</td> <td>Introduction to College Success</td> <td>3</td> </tr> <tr> <td>ENGL 1010</td> <td>English Composition</td> <td>3</td> </tr> <tr> <td>MATH 1010</td> <td>Problem Solving</td> <td>3</td> </tr> <tr> <td>ACCT 2010</td> <td>Principles of Accounting I</td> <td>3</td> </tr> <tr> <td>ECON 1000</td> <td>Global Economic Issues</td> <td>3</td> </tr> <tr> <td>Course Number</td> <td>Course Title</td> <td>Credits</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Credits</td> <td>15</td> </tr> <tr> <td>GenEd:CV</td> <td>Choose from approved courses</td> <td>3</td> </tr> <tr> <td>GenEd:WS</td> <td>Choose from approved courses</td> <td>3</td> </tr> <tr> <td>ACCT 2020</td> <td>Principles of Accounting II</td> <td>3</td> </tr> <tr> <td>BADM 1020</td> <td>Business Communications</td> <td>3</td> </tr> <tr> <td>COSC 1200</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td>Course Number</td> <td>Course Title</td> <td>Credits</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Credits</td> <td>15</td> </tr> <tr> <td>BUSN 2000</td> <td>International Business</td> <td>3</td> </tr> <tr> <td>DSCI 1000</td> <td>Introduction to Decision Science</td> <td>3</td> </tr> <tr> <td>MGT 1500</td> <td>Leadership Essentials</td> <td>3</td> </tr> <tr> <td>PSYC 1100</td> <td>Organizational Human Relations</td> <td>3</td> </tr> <tr> <td>Course Number</td> <td>Faculty Approved Elective in one of the following prefixes: ACCT, BADM, BUSN, DSCI, ECON, ENTR, FIN, MKT, MGT</td> <td>3</td> </tr> <tr> <td>Course Number</td> <td>Course Title</td> <td>Credits</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Credits</td> <td>15</td> </tr> <tr> <td>DSCI 1100</td> <td>Supply Chain Management</td> <td>3</td> </tr> <tr> <td>DSCI 1200</td> <td>Logistics and Transportation</td> <td>3</td> </tr> <tr> <td>DSCI 1300</td> <td>Project Management</td> <td>3</td> </tr> <tr> <td>BADM 2030</td> <td>Business Ethics</td> <td>3</td> </tr> <tr> <td>Course Number</td> <td>Faculty Approved Elective in one of the following prefixes: ACCT, BADM, BUSN, DSCI, ECON, ENTR, FIN, MKT, MGT</td> <td>3</td> </tr> <tr> <td>Course Number</td> <td>Course Title</td> <td>Credits</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Credits</td> <td>15</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Program Credits</td> <td>60</td> </tr> </tbody> </table>	Course	Title	Credits	COLS 1000	Introduction to College Success	3	ENGL 1010	English Composition	3	MATH 1010	Problem Solving	3	ACCT 2010	Principles of Accounting I	3	ECON 1000	Global Economic Issues	3	Course Number	Course Title	Credits	Total Credits		15	GenEd:CV	Choose from approved courses	3	GenEd:WS	Choose from approved courses	3	ACCT 2020	Principles of Accounting II	3	BADM 1020	Business Communications	3	COSC 1200	Computer Information Systems	3	Course Number	Course Title	Credits	Total Credits		15	BUSN 2000	International Business	3	DSCI 1000	Introduction to Decision Science	3	MGT 1500	Leadership Essentials	3	PSYC 1100	Organizational Human Relations	3	Course Number	Faculty Approved Elective in one of the following prefixes: ACCT, BADM, BUSN, DSCI, ECON, ENTR, FIN, MKT, MGT	3	Course Number	Course Title	Credits	Total Credits		15	DSCI 1100	Supply Chain Management	3	DSCI 1200	Logistics and Transportation	3	DSCI 1300	Project Management	3	BADM 2030	Business Ethics	3	Course Number	Faculty Approved Elective in one of the following prefixes: ACCT, BADM, BUSN, DSCI, ECON, ENTR, FIN, MKT, MGT	3	Course Number	Course Title	Credits	Total Credits		15	Total Program Credits		60	
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16.	Program Duration:	<p><i>Credit Certificate and Credit Diploma programs must be a minimum of 15 weeks and 16 credits. Other program types do not need to provide this information.</i></p> <p>Number of weeks to complete this program: 64</p>																																																																																											
17.	New Courses:	<p>DSCI 1000, DSCI 1100, DSCI 1200, and DSCI 1300</p> <p>Have all new courses been confirmed by the Course Coordinator? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Is an MCOR attached for each new course? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>																																																																																											
Stage Three: Identification of Needed Resources																																																																																													
18.	Faculty/Staff:	<p>Can this program be delivered by current faculty? If not, what are the plans, budget and timeline for bringing on needed instructors?</p> <p>Courses will be taught with existing faculty and field experts as adjunct instructors</p>																																																																																											
19.	Equipment:	<p>What resources are required to start and sustain the program? What is the current plan to meet those resource needs through the college or other external funds?</p> <p>The program will only need the use of classroom space</p>																																																																																											
20.	Cost of Program:	<p>Total cost of program to a student: Enter overall cost here. Consider additional course and materials fees, if any, above the usual tuition, course fees and book costs.</p> <p>X Not applicable</p>																																																																																											

		<p>Identify costs associated with the establishment of this program in the table below:</p> <table border="1" data-bbox="480 159 1479 726"> <thead> <tr> <th data-bbox="480 159 889 201">Budget Summary</th> <th data-bbox="889 159 1187 201">Account Number</th> <th data-bbox="1187 159 1479 201">Budget Amount</th> </tr> </thead> <tbody> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr><td>Budget item</td><td>Account number</td><td>Amount</td></tr> <tr> <td colspan="2" data-bbox="1187 684 1479 726" style="text-align: right;">TOTAL:</td> <td data-bbox="1187 684 1479 726">Total Cost</td> </tr> </tbody> </table> <p data-bbox="480 821 1552 894">Additional comments regarding the cost of program implementation: Add comments here.</p>	Budget Summary	Account Number	Budget Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	Budget item	Account number	Amount	TOTAL:		Total Cost
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21.	<p>Program/Course Fees (refer to LCCC 4.10.1P):</p>	<p>Are fees being requested for this program? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes click here to provide details and rationale.</p> <p>Are new or revised fees being requested for courses with this program? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes click here to provide details and rationale.</p>																																																						
Stage Four: Process Checklist																																																								
22.	<p>Submit for Financial Aid Review:</p>	<p>Financial Aid has reviewed the new program submission to ensure it includes appropriate information for seeking U.S. Department of Education approval for Title IV eligibility. Financial Aid confirmation: Please click here to add signature.</p>																																																						
23.	<p>Submit for Registrar Review:</p>	<p>Registrar has reviewed the new program submission to confirm accuracy and feasibility. Registrar confirmation: Please click here to add signature.</p>																																																						
24.	<p>Submit for Institutional Effectiveness Review:</p>	<p>Program has been reviewed by the office of Institutional Effectiveness for HLC and Institutional Research reporting. Institutional Effectiveness confirmation: Please click here to add signature.</p>																																																						
25.	<p>Documentation Checklist:</p>	<p>In addition to this completed form, the following documentation must be included (as applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wyoming Community College Commission form <input type="checkbox"/> MCOR for each new course <input type="checkbox"/> Student Fee Request form 																																																						
Stage Five: Administrative Review																																																								

26.	Administrative Procedure 2.1P:	<input type="checkbox"/> Program meets credits required under Administrative Procedure 2.1P Degrees and Certificates <input type="checkbox"/> Program does NOT meet credits required under 2.1P Degrees and Certificates/Exception Requested A compelling case for the variation must be made. Supporting documentation for the request citing accreditation or other professional certifying agents needs to be attached if applicable. Please click here to provide explanation for variance request. Attach supporting documentation as requested above.	
27.	VPAA Signed Approval for Exception to Administrative Procedure 2.1P:	SIGNED: Please click here to add signature.	DATE: _____

Other relevant information from the program contact:

[Click here to enter text.](#)