

Program Development and Approval Procedure	Procedure Number	2.3.1P
	Effective Date	February 20, 2015

1.0 PURPOSE

In accordance with Board Policy 2.3 Curriculum Development and Approval, the purpose of this procedure is to establish the formal processes Laramie County Community College (LCCC) will follow to develop high-quality, well-designed academic programs that are responsive to the needs of the College’s students, service area, and state. This procedure provides the framework for both credit and non-credit programs leading to the award of an institutionally conferred credential.

2.0 REVISION HISTORY

Adopted on: 2/20/15
 Revised on: 7/26/22

3.0 PERSONS AFFECTED

Student, faculty, staff, administrators, and other entities affiliated with Laramie County Community College are subject to the processes established by this procedure.

4.0 DEFINITIONS

- A. *Advisory Committee* – A committee comprised of members of the community, educational partners, business and industry representatives, and/or external subject matter experts relevant to a program of study or service.
- B. *Academic Standards Committee (ASC)* – The committee with which the College ensures that academic standards expected by the Board of Trustees are met in all approved programs and curricula at the institution. LCCC procedure 2.12P outlines the process used in the Academic Standards Committee.
- C. *Academic Program* – An ordered sequence of instructional coursework that upon completion leads to LCCC conferring a degree or credential (e.g., applied bachelor’s degree, associate’s degree, a credit certificate, a credit diploma, or granting a non-credit certificate). New academic programs are created using the process outlined in LCCC Procedure 2.3.1P, approved through processes described in LCCC procedures 2.1.1P, and evaluated based on processes outlined in LCCC procedure 10.2P.
- D. *Competency* – The mechanism by which student learning is assessed. A competency is a specific, measurable statement of what a student knows or is able to do upon completion of a course or program of study.
- E. *Course Development* – The process of developing courses for programs, general education, or other institutional needs. This process is outlined in procedure 2.3.2P.

- F. *Course Notice of Intent (CNOI)* – This is the initial document that must be developed to seek approval for a new course. This document is described in LCCC procedure 2.3.2P.
- G. *Course Notice of Intent (CNOI) Review Committee* - A committee that approves a course NOI and provides the official course prefix, number, and title. The committee is comprised of the course coordinator, the appropriate academic dean, and the ASC Chair. This process is described in LCCC procedure 2.3.2P.
- H. *Degree* – A title granted to a student by LCCC on completion of a defined academic program of study approved by the Board of Trustees and the Wyoming Community College Commission. The definition of a degree is outlined in [LCCC procedure 2.1.1P](#).
- I. *MCOR* – Master Course Outline of Record required for all credit courses and which contains a student-centered catalog description, measurable competencies, and a detailed outline of topics that are included in the course. MCORs help define the levels of content introduction, reinforcement, and mastery within courses in a program and include a common course assessment. The goal of the MCOR is to ensure that all sections of a course, across all modalities and at all locations, maintain a consistent level of quality, teach to the competencies and outcomes established for the course, and evaluate student proficiency on those competencies in a fair, consistent manner.
- J. *Originator* - A faculty member, Dean, the VPAA, or the president or his or her designee, who develops the NOI and sees the proposal through the program development process.
- K. *President’s Cabinet* – A committee comprised of the President’s executive leadership team.
- L. *Program Development* – The process of formulating, improving, and expanding educational plans based on the needs of the institution, students, community, business, and industry.
- M. *Program Notice of Intent (PNOI)* – This is a template developed by the College to help guide the program development process and ensure all of the necessary steps are completed and critical information is gathered or developed. The Program Notice of Intent (NOI) can be acquired through the office of the Vice President of Academic Affairs and in the Curriculum Management System.
- N. *Program NOI Review (PNOI) Committee* – This committee will consist of the VPAA, the appropriate Dean, the ASC chair, one at-large ASC voting member, relevant pathway coordinator, and the Course Coordinator.
- O. *Program Vital Signs*- A common set of metrics produced annually by Institutional Research under the direction of ASC, VPAA, and the AVP of Institutional Effectiveness to measure program viability.

5.0 PROCEDURES

A. Development of Credit-Bearing Programs

The following process defines the steps necessary for completing a new program proposal.

1) Stage One: Identifying the Need, Program Rationale, Goals, and Competencies

To propose a new program, the originator must demonstrate a need for the new program. This is done through research, collection of feedback from internal and external stakeholders, and quality control by the PNOI committee prior to curriculum approval from ASC. The following steps are required:

- a. Originator(s) will first seek approval of the program's concept from the Dean and the Vice President of Academic Affairs (VPAA).
- b. After approval of the concept from the Dean and the VPAA, the originator will submit a Program Notice of Intent (PNOI) to the PNOI Committee. The PNOI will include the following
 - i. Proposed Program Description;
 - ii. Proposed Program Competencies;
 - iii. Proposed Program Sequencing including proposed new course titles;
 - iv. Program Vital Signs (as requested from IR via the Originator);
 - v. Rationale of need;
 - vi. New Course NOIs;
 - vii. Minutes from a focus group of stakeholders or relevant advisory committee where the focus is on community need and program competency development;
 - viii. Identified resource needs; and
 - ix. A draft of the Wyoming Community College Commission Form.
- c. The PNOI committee may request changes to the proposal.
- d. The PNOI committee makes a recommendation to the VPAA who approves or denies the proposal. The recommendation may be to approve or deny the program proposal.
- e. With approval of the PNOI the VPAA shares the PNOI with the President's Cabinet and the academic affairs and student services subcommittee of the BOT for information sharing purposes only.
- f. If the PNOI is approved, originators will have two years to get the curriculum fully approved or a new PNOI will need to be submitted.

2) Stage Two: Curriculum Development and Approval

After the PNOI is approved by the PNOI Committee, curriculum development may proceed. Curriculum must be developed in coordination with internal and external subject matter experts. This process is facilitated and approved by ASC. This process must be completed in two Academic Years from approval of the NOI.

- a. The originator drafts and submits the curriculum structure and sequence for the proposed program to ASC.
 - i. Submission must follow Procedures [2.1.1P](#), 2.2P, and 2.3P
 - ii. The originator must coordinate with the Course Coordinator in the VPAA's Office to ensure alignment and compliance with the common course numbering system in accordance with the naming and numbering conventions as required by the Legislature and established by the WCCC.
- b. The originator drafts and submits MCORs for any new courses associated with the proposed program to ASC in accordance with Procedure 2.3P.
- c. The originator drafts and submits an implementation plan to ASC including a timeline for start-up and the necessary actions and steps to implement the program.
- d. The originator drafts and submits a program map to ASC that aligns with an existing Pathway.
- e. The originator submits the approved PNOI proposal to ASC.
- f. The originator submits any additional components necessary to provide ASC with the appropriate context to develop and review the program and its curriculum.
- g. All components of the proposal must be submitted to ASC at the same time as a package.

3) Stage Three: ASC Proposal Draft Review Process

ASC reviews the proposal and follows existing procedures 2.12P for approval, requesting revisions, or rejection.

- a. If approved, the VPAA forwards the complete proposal to President's Cabinet for review. The President's Cabinet may accept, ask for revisions, or reject submission.
- b. If approved, the President forwards the program proposal to LCCC Board of Trustees with a recommendation for approval. The Board of Trustees approves or rejects the proposed program.
- c. If approved by the LCCC Board of Trustees, the VPAA forwards the program proposal to the Wyoming Community College Commission (WCCC) for review and approval and must move through the following groups:
 - i. Academic Affairs Council (AAC) approval
 - ii. WCCC's Executive Council approval
 - iii. WCCC Commissioners' approval
- d. WCCC approves or rejects the proposed program. If a program is denied, the program will come back to LCCC for revision or rejection.
- e. If approved, the VPAA notifies the Vice President of Performance and Planning, and as the accreditation liaison, the VICE PRESIDENT OF PERFORMANCE AND PLANNING submits necessary notifications and requests to the Higher Learning Commission (HLC).
- f. After HLC's approval, the VICE PRESIDENT OF PERFORMANCE AND PLANNING notifies the Director of Financial Aid. The Director of Financial Aid submits the appropriate documentation to the Department of Education for approval.
- g. The VPAA grants final approval for the program and routes the new program to the LCCC Course Coordinator and Registrar for appropriate processing.

- 4) Implementation: With final approval from all approving bodies the academic program may:
 - a. Be marketed publicly

- b. Be offered, beginning with the academic year indicated during the approval process.
- c. Be assessed and reporting requirements as set forth by other LCCC procedures [\(10.2P\)](#)
- d. Receive resource allocation

B. Non-credit bearing Program Development

The development of non-credit bearing programs leading to the award of non-credit certificates will be overseen by the Dean of Outreach & Workforce Development and will include the following steps. The Dean of Outreach & Workforce Development or his or her designee will:

- 1) Identify the need for a new or updated program or service through economic /workforce development data analysis, surveys, focus groups, one-on-one meetings with employers or other data driven sources.
- 2) Obtain approval from the Vice President of Academic Affairs before proceeding.
- 3) Establish an advisory committee or focus group (depending on extent of course, program or service).
- 4) Conduct a needs assessment to validate demand through:
 - a. Survey/research potential employment opportunities, including working conditions, extended placement forecasts, rates of pay, etc.;
 - b. Survey/research of potential student interest; or
 - c. Through other relevant information such as support for future economic development efforts in our region.
- 5) Coordinate and meet with the focus group and/or advisory committee of education or industry and economic development partners to identify the skills needed, program objectives, workplace competencies, and other educational solutions the program intends to provide.
- 6) Create a project plan including tasks, timelines, resources, costs, and other (required) relevant decision-making data.
- 7) Seek final approval by the VPAA office after steps 1-7 have been completed and need for new program has been identified.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Dr. Jose Fierro, Academic Affairs Vice President	8/5/14
Approval by President's Cabinet		1/27/15
Ratified by College Council	Chad Marley, College Council Co-chair	2/20/15
Approval by President (Signature)		2/20/15