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CAMPUS PROGRAM PROPOSAL FORM FOR DISCUSSION PURPOSES

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| **Step 1: For Discussion Purposes** |
| **Instructions:** *Please use this form for discussion of new programs your campus wishes to propose. According to District Board of Trustees’ (DBOT) Policy 6Hx-18-2.0, the Vice President of Academic Affairs (VPAA) through the curriculum process, approves all new programs recommended to the President’s Cabinet and DBOT. This form documents the preliminary discussion and planning process to determine the potential impact on budgeting, facilities, personnel, and the potential benefit of the new program to the College. The proposal approval path for step 1, is outlined on the workflow chart provided at the end of this form.* |

**BDP PROPOSALS - BEFORE ADVANCING TO STEP 1 -** Please review Florida Department of Education’s Baccalaureate Proposal Approval Process Flowchart at: <http://www.fldoe.org/core/fileparse.php/5592/urlt/0082804-flowchart.pdf>

 ***PLEASE INCLUDE ALL COMPONENTS AND SUPPORTING DOCUMENTATION THROUGHOUT THE PROCESS***

**TO BE COMPLETED BY THE CAMPUS**

1. **Campus**: [ ] Lake Worth [ ]  Palm Beach Gardens [ ]  Belle Glade [ ]  Boca Raton [ ]  Loxahatchee
2. **Proposed Program Title**:
3. **Occupational Titles and SOC codes**:       (use <http://www.onetonline.org/>)
4. **Proposed Program Level:** [ ]  BDP\* [ ]  AS [ ]  CCC [ ]  ATD [ ]  ATC [ ]  PSAV

***\*BDP requires a submission of a Notice of Intent (NOI) to FLDOE***

* Form No. BAAC-01 <http://www.fldoe.org/core/fileparse.php/5592/urlt/NoticeIntentForm.pdf>
* Form No. BAAC-02 <http://www.fldoe.org/core/fileparse.php/5592/urlt/BaccalaureateProposalApplication.pdf> (Submit no less than 100 days after the NOI)
1. **Rationale for the program:**
2. **Total Number of Credits or Clock Hours**:
3. **Does the program have an existing curriculum framework at** <http://www/fldoe.org/Workforce/dwdframe/>? [ ]  Yes\*\* [ ]  No\*\*\*

\*\* If YES, please include the CIP Number:       *\*\*\*If* ***No****, a curriculum framework must be developed and approved by the State. This adds 6-9 months for the state’s approval in the development process. The curriculum framework provides detailed information on the program, equipment and facility needs, and/or additional certification requirements of the program.*

1. **Program Curriculum Outline** – Provide an outline of the courses in the program including general education, program core and electives (as applicable to the type of program).

| Course ID | Title | Credits |
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1. **Facilities/Equipment:**
2. Do existing facilities require renovation? [ ]  Yes [ ]  No
3. Are new facilities required? [ ]  Yes [ ]  No
4. Will the program be held off-site? [ ]  Yes [ ]  No
5. Is new equipment needed? [ ]  Yes [ ]  No
6. Does the program have special IT needs? [ ]  Yes [ ]  No
7. **Staffing:**
8. Number of existing full-time faculty
9. Number of new faculty positions needed:
10. Number of part-time faculty positions needed:
11. Number of other positions needed:
12. **Enrollment, Performance, and Budget Plan**
13. Projected first year headcount:
14. Projected first year FTE:
15. **Attach enrollment and completion figures from other colleges with the same program.**

**STEP 1 APPROVAL SIGNATURES**

Associate Dean (or Designee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Recommended [ ]  Not Recommended Rationale:

Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

VPAA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

*Once all approvals are obtained, please move on to complete Step 2, of the Campus Program Proposal Form⮷*

NEW PROGRAM PROPOSAL FORM

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| **Step 2: Campus Program Proposal Form** |
| **Instructions:** After **Step 1** approval, *please complete this form for new programs. According to District Board of Trustees Policy 6Hx-18-2.0, the VPAA through the curriculum process approves all new programs recommended to the President and DBOT. This document determines the potential impact on budget, facilities, personnel, and the potential benefit of the new program to the College. The approval path is outlined at the end of this form. The Office of Institutional Research & Effectiveness (IRE) provides the EMSI report, employment and projections data.* *Please submit a data request form to the IRE office (the form can be found on the IRE webpage.) The proposal approval path for step 2, is outlined on the workflow chart provided at the end of this form.* |

***Please use the link below to access the Curriculum Committee meeting agenda and Curriculum Action Timelines***

[**http://www.palmbeachstate.edu/curriculum-development/members-and-schedules.aspx**](http://www.palmbeachstate.edu/curriculum-development/members-and-schedules.aspx)

**PART 1 – TO BE COMPLETED BY THE CAMPUS**

***PLEASE INCLUDE ALL COMPONENTS AND SUPPORTING DOCUMENTATION THROUGHOUT THE PROCESS***

1. **Geographic region to be served (if other than Palm Beach County**):
2. **Campus Contact Person**:
3. **Will the program be developed as an online program**? [ ]  Yes [ ]  No
4. **Will the program be developed as a hybrid program**? [ ]  Yes [ ]  No
5. **Program description/employment options for graduates** (see Curriculum Framework):
6. **Planning Process**
	1. What is the effective date of the proposed curriculum action
	2. Summary of Internal Process and Meetings *(Limit 250 words)*
	3. Summary of External Process and Meetings *(Limit 250 words)*:
7. **Program Implementation Timeline**

| Milestone | Date |
| --- | --- |
| Needs Assessment |  |
| Curriculum Development\* |  |
| State and/or National Certification (if required) |  |
| Curriculum Approval |  |
| SACS-COC Substantive Change (if required)\* |  |
| Hiring of Faculty/Staff |  |
| Development of Online Courses (If required) |  |
| Equipment Purchases |  |
| Facility Renovations (if required) |  |
| Program Marketing |  |
| Program Start Date |  |

*\*Notes –1) Development of a new curriculum framework requires 6-9 months through the state approval process;
2 ) If the SACS-COC substantive change process is required, 6 months must be added to the timeline.* [*http://www.sacscoc.org/SubstantiveChange.asp*](http://www.sacscoc.org/SubstantiveChange.asp)

**PART 2 – TO BE COMPLETED BY INSTITUTIONAL RESEARCH & EFFECTIVENESS**

1. **Workforce Demand/Unmet Need Specific To Program Area**

 *(An analysis for the geographic region to be served)*

1. Occupational Titles and SOC Codes Used:
2. Number of current jobs (EMSI):
3. Number of current job openings (EMSI):
4. Projected number of job openings five years from current year (EMSI):
5. Competitor Programs offered in Geographic Region to be served:
6. EMSI report attached: [ ]  Yes [ ]  No

**PART 3 – TO BE COMPLETED BY THE CAMPUS DEAN/ASSOCIATE DEAN**

1. **Gap Analysis**
2. Provide data and a one-paragraph description of the employment gap based on question 7, a-f *(the gap between employment numbers needed and graduates in the programs in the geographic region). (Limit 300 words)*
3. Other measures as selected by campuses, which may include brief qualitative or quantitative data/information such as local economic development initiatives or evidence of rapid growth or decline not reflected in local, state, and national data. *(Limit 300 words, provide attached documentation)*
4. **Facilities And Equipment Specific To Program Area**
5. Provide a brief description of the existing facilities and equipment that will be utilized for the program (see Curriculum Framework). *(Limit 150 words)*
6. Provide a brief description of the new facilities and equipment that will be needed

for the program, if any (see Curriculum Framework). *(Limit 150 words)*

1. Do existing facilities require renovation? [ ]  Yes [ ]  No

 If Yes, describe the renovations needed:

1. Are new facilities required? [ ]  Yes [ ]  No

If Yes, describe the new facilities:

1. Will the program be held off-site? [ ]  Yes [ ]  No

 If yes, describe the site and any associated costs for rental or renovations:

1. **Library/Media Specific To Program Area**
2. Provide a brief description of the existing library/media resources that will be

utilized for the program. *(Limit 150 words)*

1. Provide a brief description of the new library/media resources that will be needed

for the program, if any. *(Limit 150 words)*

1. **Academic Resources Specific To Program Area**
2. Number of existing full-time faculty:
3. Number of existing part-time faculty:
4. Provide a brief description of the anticipated additional full-time faculty that will be needed for the program, if any *(Limit 150 words)*:
5. Anticipated instructional support personnel needed *(list titles of personnel including administrators, advisors, librarians, lab managers, etc.)*:
6. As applicable, provide additional information related to academic resources.

 *(Limit 150 words)*

1. **Academic Content**
2. List the admission requirements for the program:
3. Faculty credential requirements:
4. Anticipated average student/teacher ratio in first year based on enrollment projections:
5. Summary of SACS-COC accreditation plan/or other specialized accreditation/certification requirement(s), as appropriate:
6. Curriculum – Provide the general education and/or core and elective courses for the program. The hours must total those found in the curriculum framework (FS1007.25).

| Course Number | Course Title | Credits/Clock Hours |
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1. Is the program being proposed as a Limited Access Program? [ ] Yes [ ]  No

 If yes, please provide the draft of the limited access application. What are the admissions criteria?

1. **Enrollment, Performance And Budget Plan**
2. Projected first year headcount:
3. Projected first year FTE:
4. Projected first year expenditures: (Personnel, equipment, facilities): $
5. Projected first year revenues: (FTE and special fees): $
6. Grants or other committed funds from employers or other funders: $
7. **Attach updated enrollment and completion figures from other colleges with the same program.**
8. **Supplemental Materials** *(Provide a listing of letters of support, including selected letters; graphs; tables; survey templates; etc. Links may also be included as appropriate to your documentation.)*

**STEP 2 - APPROVAL/REVIEW SIGNATURES**

**Associate Dean (or Designee)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Recommend [ ]  Not Recommended Rationale:

**Dean**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

**VPAA**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

**Provost**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

**Other VP** (*if applicable*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

**Deans’ Council** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

**President’s Cabinet**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Approved [ ]  Denied Rationale:

PROGRAM ADDITION PACKET -*please complete the Program Addition Packet accessible via* [*http://www.palmbeachstate.edu/curriculum-development/curriculum-forms.aspx*](http://www.palmbeachstate.edu/curriculum-development/curriculum-forms.aspx)

***Upon completion of Steps 1-2, submit all documentation along with approval signatures to Academic Services***

***\*BDP requires a submission of a Notice of Intent (NOI) to FLDOE***

* Form No. BAAC-01 <http://www.fldoe.org/core/fileparse.php/5592/urlt/NoticeIntentForm.pdf>
* Form No. BAAC-02 <http://www.fldoe.org/core/fileparse.php/5592/urlt/BaccalaureateProposalApplication.pdf> (Submit no less than 100 days after the NOI)
* Please review Florida Department of Education’s Baccalaureate Proposal Approval Process Flowchart at:

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