PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 75.0 NEW INSTRUCTIONAL PROGRAM DEVELOPMENT

Policy #:	**I – 75.0**
Effective:	**September 2008**
Revised:	**October 2018**
Responsible Dept.:	**VPISS**

Purpose

To establish criteria and procedures for the development and implementation of new instructional programs.

Policy

The faculty, in collaboration with the division dean, is responsible for new instructional program development. Programs are developed based on data supporting need and sustainability. New instructional programs are approved by the College's Curriculum and Instruction Committee, the College President, and the local College Board. Approval may also be required from the VCCS and SCHEV. New instructional programs should be reviewed by the Director of Financial Aid and the Director of Institutional Research, Planning, and Institutional Effectiveness for financial aid and accreditation notifications.

Procedure

The decision to create a new instructional program should consider decisions about whether a program aligns with the mission of the College, whether the program offers the best use of college resources, and whether the program benefits the students and faculty at the College. The following procedures should be followed.

1. Identify a local educational or occupational need that is not being met. New programs should be proposed in response to an identified need in our community.

2. Consult with the Vice President for Instruction and Student Services early in the process.

3. Decide what type of new program best meets the identified need (degree, certificate, credit program, non-credit program).

4. Determine the knowledge and skills needed. Determine if there is a state, national, or industry curriculum required by an external accrediting body. Conduct WorkKeys or DACUM analysis.

5. Create and gather input from a curriculum advisory committee.

6. Conduct a cost /benefit analysis and determine sources of funding. Estimate costs including full-time and part-time faculty, equipment, space needs, marketing, accreditation, and library materials. Estimate revenue from tuition and fees and engage with local business and industry to assist in funding as needed.

7. Develop the curriculum. Utilize faculty and the curriculum advisory committee. Determine any credentialing/licensure requirements for employment. Develop student learning outcomes and identify required courses and sequencing.

8. Document the need for the proposed program. Gather student interest from surveys and letters of support from business and industry and from the curriculum advisory committee.

9. Create implementation timeline and gather necessary recommendations and approvals including recommendations from the Faculty Senate, College Senate, and approvals from the Curriculum and Instruction Committee, College President, College Board, VCCS, and SCHEV (if applicable). Notify financial aid and Institutional Research, Planning and Institutional Effectiveness for official notifications to SACSCOC and Department of Education (DOE). Place new program into College Catalog and Student Information System.