

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
POLICY No. BP – 3.3**

**TITLE: SUBMISSION OF PROPOSALS FOR NEW ACADEMIC PROGRAMS**

**SECTION 1: GENERAL**

**1.1 Scope** This policy delineates the responsibilities of Eastern West Virginia Community and Technical College Board of Governors in the approval of new academic programs and establishes processes for the College to seek approval of new academic programs.

**1.2 Authority** West Virginia State Code 18B-2A-4, Powers and Duties of Governing Boards Generally; and Title 133, Procedural Rule, Series 11, "Submission of Proposals for New academic Programs and the Discontinuance of Existing Programs.

**1.3 EFFECTIVE DATE: October 31, 2002; August 5, 2019**

**SECTION 2: APPROVAL AND AUTHORIZATION**

Eastern West Virginia Community and Technical College Board of Governors shall approve all new programs and specifically authorize the College to implement the program.

To facilitate the discharge of these responsibilities, the Board of Governors requires that all proposals for new academic programs be presented for consideration according to the following format and procedures.

**SECTION 3: DEFINITIONS**

**3.1 Associate Degree Program**

A degree program in an area of study approved as such by the Board of Governors and listed on the official Higher Education Policy Commission inventory of degree programs. The associate degree, which is an award signifying a rank or level of educational attainment and which is conferred on students who have successfully completed a degree program, is represented by the official degree designation:

- A.S., Associate in Science;
- A.A., Associate in Arts; or

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- A.A.S., Associate of Applied Science

All associate degree programs will consist of 60 semester hours. The degree program completed will be listed on the student's diploma.

### **3.2 Certificate Program**

A certificate program is a prescribed short-term program of study consisting of 30 semester hours. The student diploma contains the name of the program and the certificate awarded.

## **SECTION 4. PROPOSAL FORMAT**

The format of the proposal for new program approval is the sequence of items outlined below. Information may be presented in a narrative or in outline form or in combination of the two. Supporting materials such as charts and tables may be included or attached.

### **4.1 Cover Page (Include the following)**

- Name of Institution
- Date
- Category of Action Required
- Title of Degree or Certificate
- Location
- Effective Date of Proposed Implementation
- Executive Summary Statement

### **4.2 Program Description**

**4.2.1 Program Objectives:** State the program objectives and their relationship to criteria in the evaluation plan.

**4.2.2 Program Identification:** Include appropriate program identification as provided in the Classification of Instructional Programs (CIP) developed and published by the U.S. Department of Education Center for Educational Statistics.

**4.2.3 Program Features:** Summarize the important features of the program and include a full catalog description. This section should include:

**4.2.3.1 Admissions and Performance Standards:** Describe admission and performance standards and their relationship to the program objective(s).

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**4.2.3.2 Program Requirements:** Describe course requirements (indicating new courses with asterisks), semester hour requirements, examination requirements and requirements for a final project or capstone course. Also include any internships or similar requirements that help to describe the program of study.

**4.2.3.3 Program Outcomes:** Indicate the expected results of the program.

**4.2.3.4 Program Delivery:** Describe any instructional delivery methodologies to be employed such as video distance learning, on-line courses, etc. Indicate costs associated with distance education or technology-based delivery.

#### **4.3 Program Need and Justification**

**4.3.1 College's Mission and Vision:** Relate this program to the institution's mission and vision.

**4.3.2 Institutional Goals/Objectives:** Relate this program to the College's goals and objectives, Strategic Plan, Compact and statewide Master Plan.

**4.3.3 Existing Programs:** List similar programs (and their locations) offered by other institutions (public or private) in West Virginia.

**4.3.4 Program Planning and Development:** Indicate the history to date of the development and submission of this program proposal. What resources (personnel, financial, equipment) have already been invested in this program? What planning activities have supported this proposal?

**4.3.5 Clientele and Need:** Describe the clientele to be served and state which of their specific needs will be met by the program. Indicate any special characteristics, such as age, vocation, or academic background. Indicate manpower needs, interest on the part of business and industry, other institutions, governmental agencies or other indicators justifying the need for the program.

**4.3.6 Employment Opportunities:** Present a factual assessment of the employment opportunities that are likely to be available to program graduates. Include data and references supporting this assessment. Indicate the types and number of jobs for which such a curriculum is appropriate.

**4.3.7 Program Impact:** Describe the impact of this program on other programs that it will support or that will be supported by it.

**4.3.8 Cooperative Arrangements:** Describe any cooperative arrangements (including clinical affiliations, internship opportunities, personnel exchanges, and equipment/facility sharing) that have been explored.

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**4.3.9 Alternatives to Program Development:** Describe any alternatives to the development of this program that have been considered and why they were rejected.

#### **4.4 Program Implementation and Projected Resource Requirements**

**4.4.1 Program Administration:** Describe the administrative organization for the program and explain what changes, if any, will be required in the institutional administrative organization

**4.4.2 Program Projections:** Indicate the planned enrollment growth and development of the new program during the first five years (FORM 1). If the program will not be fully developed within five years, indicate the planned size of the program in terms of degrees and majors or clients served over the years to reach full development of the program.

**4.4.3 Faculty Instructional Requirements:** Indicate the number, experience and cost of faculty required over the five-year period.

**4.4.4 Library Resources and Instructional Materials:** Evaluate the adequacy of existing library resources and instructional materials for the proposed program. Estimate the nature and probably cost of additional resources necessary to bring the proposed program to accreditable level.

**4.4.5 Support Service Requirements:** Indicate the nature of any additional support services (laboratories, computer facilities, equipment, etc.) likely to be required by the proposed program. Include the expected costs, and describe how such expansions will be incorporated into the institutional budget.

**4.4.6 Facilities Requirements:** Indicate whether the program will require the addition of new space or facilities or the remodeling or renovation of existing space. If so, provide a statement detailing such plans and space needs and their estimated funding requirements. Describe the impact of this new program on space utilization requirements.

**4.4.7 Operating Resource Requirements:** Using Form 2, provide a summary of operating resource requirements by object of expenditure.

**4.4.8 Source of Operating Resources:** Indicate the source of operating resource requirements if the service levels are to reach those projected in FORM 1. Describe any institutional plans to reallocate resources to the program in each year of the five-year period. Describe the supplementary resources needed that are beyond the usual or expected institutional allocations that are derived through the regular budget request process.

#### **4.5 Program Evaluation**

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**4.5.1 Evaluation Process:** Indicate the evaluation or review guidelines, procedures, schedules, and assessment measures that will be used for this program. Criteria and standards for program evaluation will vary according to the level and purpose of the program. The evaluation should address the viability, adequacy, and necessity of the program in relation to the mission of the institution. Both qualitative and quantitative indicators are important.

**4.5.2 Accreditation Status:** If applicable, indicate the accrediting agency for the proposed program, the schedule for initiating and receiving accreditation, and the cost of each stage of the process. Attach to the proposal the statement of standards used by the accrediting agency for such a program.



Chair, Board of Governors



Date

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