

Cape Cod Community College
New Program Planning Procedure: March 2016
Implementation of Massachusetts Department of Higher Education Policy

New Program Planning Process: 1-1/2 year timeframe
 This process applies to Associates' Degree Programs and certificate programs with 30 credits or more.

Blue: Timeframe/Terms
 Green: CCCC Internal Gates/Approvals
 Pink: Alignment with DHE process/approvals

Spring 1: Planning/Approval			
	Tasks	Deadline	Required Approval
Letter of Intent (2-5 pages)	Outline the general concept and rationale- how would this benefit students and the College? Provide any details or evidence available, using the outline below	End of January	Department, ASA, Leadership Council
Team	Identify internal team to develop program		
Program Description	Description: What is the intent /purpose of the program? What knowledge and skills will students acquire? For what careers will graduates be prepared?		
	Students: Outline any admission requirements/prerequisites. Number of courses/credits/time to completion.		
	Degree: Which associates degree fits the program? (checklist at top?)		
	Accreditation: Is there a professional or specialized accreditation that will be pursued for the program? How does the program become accredited? Add program accreditation timelines to CCCC timeline.		
	Licensure: Is this program intended to prepare students for licensure? If yes, name licensure organization and licensing exam. When are students eligible to take the licensing exam and how does it line up with degree requirements?		
Alignment with Institution & System Priorities	How does the proposed program align with the institution's mission and strategic goals/priorities?		
	Is the program specifically identified as a mission priority program in a Board-approved community college implementation plan (CCCC strategic plan)?		

	How does this program align with Complete College America (CCA) academic focus areas and DHE Mass Transfer pathways?		
	Will there be additional articulation agreements for this program? List and details plans to develop articulation agreements.		
	Will this proposed program address a regional/local/state workforce shortage? Explain.		
	How does this program align with DHE system priorities as defined by the Vision Project and the community college funding formula?		
	How will the proposed academic program broaden enrollment and completion at the institution by underrepresented and underserved groups?		
College Community Feedback	Solicit input from college community (Forum or College meeting)	February	Information and feedback- not approval
Market Analysis	1. Need for graduates: What is the local/regional/state labor market outlook for graduates of the proposed program? Include data and data sources that form the basis for need assessment.		
	2. Student Demand / Target Market: What is the student market for the proposed program? Discuss demographics, location, proposed market share, etc. Provide data, e.g., survey results, etc., that form the basis for enrollment projections. Is there a demonstrated ongoing need or will the local market need be saturated within a short period of time?		
	3. Duplication: Identify existing public and private programs/institutions in the region or state that offer the same or similar programs. Discuss size / enrollment trends for these programs.		
	4. Competitive advantage: Apart from the obvious pricing advantage of public institutions/community colleges, what will distinguish the proposed program in the academic marketplace?		
Feasibility & Budget Projection	Feasibility: Describe resources needed for the program, including faculty, staffing, library and information technologies, facility (including lab and equipment), fiscal and or other resources required to implement the proposed program. Distinguish between resources needed and on-hand.		
	NEASC: What experience & expertise does the department possess to undertake the proposed program?		
	Budget Narrative. Explain assumptions underlying expense and income projections, e.g., instructor status, enrollment projections, field and clinical		

	resources, etc. Describe additional cost/revenue impacts within the broader departmental/institutional budget.		
	<ul style="list-style-type: none"> • Program Enrollment Projection Table. 		
	<ul style="list-style-type: none"> • Projected Program Budget. Please submit a line item income and expense budget for the proposed program for the first four years. <ul style="list-style-type: none"> ○ Complete New Academic Program DHE Budget Template 		
	CCCC Administrative Approval	March	Department, Cabinet, President
	CCCC Board of Trustees Presentation and Approval	April	BOT Approval
Early DHE Staff discussion- prior to end of Spring 1	Meet with DHE staff in the early stages of program development to discuss the proposed program and the documentation and supporting information needed for a timely review.	End of May	
Program Advisory Board	Develop external advisory board. Describe role and membership.	June	President appointment
DHE approval of external reviewers	Identify two external reviewers (not on advisory board) and submit names to DHE for approval. Obtain DHE questions for reviewers and develop CCCC questions. Set up program review for September.	June	DHE
Summer 1/Fall 1: Curriculum Development & Approvals			
	Tasks		Approval
Program Overview	Context: Describe the program's development process, as well as its proposed administrative and operational organizational structure.		
	Curriculum Requirements: Provide a complete description of the curriculum, including existing and proposed courses. Describe procedures and arrangements for independent work, internship or clinical placement arrangements, if applicable.		
	Define CIP Codes: Consult ASA, IRP and the registrar as well as DHE funding priorities		
	Program Student Learning Outcomes: Develop curriculum maps, including connections to course and institutional student learning outcomes. Define a systematic plan of student learning outcomes assessment		
	Program Effectiveness: Goals, Objectives, and Assessment: Linked to each goal should be measurable objectives – such as job placement rates, faculty additions, facility or programmatic enhancements, etc. – timetable, and, if applicable, strategies for achieving them. (Please note that this section is intended to focus on		

	overall effectiveness, not student learning, which is addressed elsewhere.) Describe program assessment strategies that will be used to ensure continuing quality, relevance and effectiveness. Include plans for program review including timetable, use of assessment outcomes, etc.		
	Complete DHE Program Goals Description Form		
	Complete DHE Curriculum Outline Form		
	Complete DHE Faculty Form		
	NEASC: How will graduates demonstrate that they have acquired the knowledge and developed the skills that are identified as the programs objectives		
	Marketing Plan. Describe any marketing plan, including time lines, for the proposed program		
DHE External review	Program evaluation by external reviewers (paper or onsite) prior to internal approvals. Reviewers report due by end of October. Reviewers report and institution response submitted as part of application to DHE	September	External Reviewers conduct program evaluation
	Receive external reviewers report and write institution response	October-November	
	CCCC internal approvals to submit letter of intent	November	ASA, C&P, Assessment Coordinator, Cabinet
	CCCC Board of Trustees Update	December	Information Only
DHE Letter of intent sent prior to end of Fall 1 Term? (or should it be by mid fall term?)	A 2-3 page letter of intent submitted by President to DHE Commissioner at least one month prior to submission of a complete application (follow format of proposal outline and include: description, rationale, specified in campus implementation plan, unmet need, curriculum outline)	End of December	
Spring 2: Implementation Details			
	Complete DHE application		
SUBMIT to DHE by MARCH 15	Submit DHE application	March 15	DHE
	Secure NEASC approval		NEASC
	Finalize outside accreditations (if applicable and timeframe may vary)		Other
	Catalog		
	Articulation Agreements finalized		
	External Marketing and website changes		

	Recruit and hire faculty/staff		
	Procurement		
	Schedule		
	Internal communication and Webpage changes		
	IT system and registrar changes		
Summer 2			
	Enrollment		
Fall 2: GO			

List of Resources: (Files and Links to be developed)

- Massachusetts Department of Higher Education
 - New Program Development Documents and Forms
 - Proposal review guidance documents
 - DHE Program Goals Description Form
 - DHE Curriculum Outline Form
 - DHE Faculty Form
 - DHE Program Enrollment Projection Table
 - DHE Budget Projection Template
 - Other
 - Vision Project
 - Massachusetts Community Colleges Funding Formula
- NEASC New Program Approval
- CCCC Documents
 - Strategic Plan
 - Internal Data
- External data
 - Bureau of Labor Statistics
 - New England Reserve Bank
 - Workforce investment Board
 - Alex Russo's database
 - Cape Cod Commission
 - Census Data