CTE - New Program Creation – Process Checklist

Use this checklist as a review to ensure that all forms and phases of the new program process are complete.

Program Advisory Committee
_____ Written request and/or approval from the committee, reflected in meeting minutes, to proceed with development (prior to development instead of after)

Meet with CRC Curriculum Coordinator
_____ Discuss the process and requirements
_____ Obtain submission deadlines

Needs Survey
_____ Survey Results
_____ Cost Analysis and Budgetary Impact

Meet with CRC Curriculum Coordinator
_____ Complete Preliminary New Program Application with NWCCU Information
_____ Need Survey Results
_____ Cost Analysis
_____ Review final draft with dept.
_____ Review NOA, LMI, Application
_____ Review CIP Code

Career Pathways
_____ Program Pathway Roadmap

Provide following for Curriculum Committee
_____ Curriculum Development Application
_____ Advisory Committee Minutes reflecting request and/or approval to proceed with development
_____ Term-by-Term Course Detail
_____ If program includes courses outside of your area, provide correspondence from the impacted department
_____ Program Outcomes
_____ Program Assessment
_____ Program Prerequisites (Getting Started)
_____ Program Costs
_____ PowerPoint presentation for Committee

Complete and Submit Chemeketa Board of Education Reports
_____ Board Information Item
_____ Board Action Item

Community College Workforce Development (CCWD) Requirements
_____ Notice of Application (NOA) and Labor Market Information (LMI)
_____ New Program Application
_____ Program Application Supplemental Attachments:
    _____ Need (newspaper, magazine, internet articles)
    _____ Collaboration (letter of support)
    _____ Alignment (pathway summary)
    _____ Design (course outlines)
    _____ Capacity (resources)