**PROFESSIONAL-TECHNICAL PROGRAM APPROVAL REQUEST**

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| **College:**       |
| **Program Title:**       | **CIP:**       | **EPC:**       |
| **Total Credits:**       | **Anticipated maximum enrollment:**       | **Anticipated yearly completions:**       |

Primary [ ]  *(if so, initial* *[ ]  or final* *[ ]  documentation)* Option [ ]  Contract [ ]

If **option**, to which primary program

If **option,** include curriculum guide for primary program.

Award at completion (type of degree or certificate)

Brief program description:

| **Criteria** | **Plan Description** |
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| **PROGRAM NEED** |
| 1. Potential **career progression**, including job titles and **employment opportunities including wage data. Need studies or indication of need from employers should support new and emerging occupations not covered by standard forecasts or data.**
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| 1. Initial assessment of opportunities for **work-based learning/clinical sites** (must be answered if applicable to program)

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| 1. **Collaboration with other colleges**– Indicate which other colleges have similar programs and what potential conflicts may exist**. Provide evidence of attempts to collaborate with other colleges.**
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| 1. **Planning/advisory committee** – Provide ADV form located at <http://www.sbctc.ctc.edu/college/_e-wkforceproftechprograms.aspx> and minutes of the related meeting(s) showing evidence that the committee has determined there is a commitment in the geographic area to employ individuals who have been served by the program.[[1]](#footnote-1)
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| 1. Other supporting documentation
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| **PROGRAM DESCRIPTION** |
| 1. **Attach** program description, goals, and learning objectives.
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| 1. **Attach** program/curriculum guide (list by course number, course title, credit and/or clock hours per course, and total credits).

*NOTE: May not be available for a new primary program at initial submission. Is required for final approval.* |  |
| 1. **Attach** course descriptions, goals, and learning outcomes as they will appear in the catalog (do not include course syllabi).

*NOTE: May not be available for a new primary program at initial submission. Is required for final approval.* |  |
| 1. Program goals are developed in conjunction with the planning/advisory committee. This joint development is reflected in the minutes of the committee.

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## Assurances

By the signatures below, we attest to the fact that the following actions have occurred:

1. The program has been integrated with the strategic planning and budgeting plan of the college.
2. The curriculum of this program has gone through the institution’s established approval process.
3. The college will maintain an advisory committee of industry representatives to help the institution keep the program current with employer needs.
4. A continuous improvement plan is in place for this program.

Approvals:

Chief Instructional Officer Date

Workforce Education Director Date

Endorsements:

Advisory Committee Representative\* Date

*\*Must be a voting member.*

1. If an active Joint Apprenticeship and Training Committee for the occupation exists in the region, at least one labor and one management member from that committee should be invited to serve on the advisory committee. The college shall contact the chairperson or secretary of the JATC and request representation for the specific occupation. In cases where representation is not provided by the JATC, a letter must be on file from the college to the JATC requesting representation for that occupation. JATCs may act as the advisory committee where it has been determined that both the college and the occupation could best be served. “Organized labor” representatives should be used whenever possible to ensure a balance of all points of view, and currency with issues relevant to the development of courses. [↑](#footnote-ref-1)