

SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM Submission Checklist: New Program Proposal

This checklist is based on the *Program Development Guidelines Manual for New Associate Degree Programs* issued by the Commission on Higher Education.

The manual can be found on the Curriculum and Instruction SharePoint page at

https://tweb.sctechsystem.edu/system_office/academic_affairs/curriculum/degrees/Shared%20Documents/2008%20Program%20Development%20Guidelines%20Manual%20for%20New%20Associate%20Degree%20and%20Diploma%20Proposals_JANUARY.pdf

Direct questions to Hope Rivers (riversh@sctechsystem.edu or 803.896.5357) or Stephanie Frazier (frazier@sctechsystem.edu or 803.896.5325).

General Submission Information – NOTE: Electronic submission preferred for initial draft review

	YES	NO	N/A
1. Have you included a Summary of the Employer Needs Survey?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you included the Formula Computation Worksheet?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is the proposal 20 pages or less?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the proposal include a cover page?	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Name of Institution	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Title of Proposed Program	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Date of Submission	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Signature of College President (only for final draft)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is there a “Classification” page?	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Title of Proposed Program	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Academic unit involved (i.e. program/content area)	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Designation, type, and level of degree	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Proposed Date of Implementation	<input type="checkbox"/>	<input type="checkbox"/>	
➤ Program CIP Code	<input type="checkbox"/>	<input type="checkbox"/>	
NOTE: Visit http://nces.ed.gov/pubs2002/cip2000/index.asp for the most current list.			
➤ Identification as New Program or Program Modification	<input type="checkbox"/>	<input type="checkbox"/>	

Program Proposal Narrative

	YES	NO	N/A
6. Is there a “Justification” heading?	<input type="checkbox"/>	<input type="checkbox"/>	
a) Are the program purpose and objectives clearly stated?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is student interest in the program addressed?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is employer interest and support addressed?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Does the employer interest cover at least a three-year period beyond the anticipated date of the graduation of the first class?	<input type="checkbox"/>	<input type="checkbox"/>	
e) Is there a summary and analysis of the need survey statistics?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Is there discussion on the centrality of the program to the college’s mission?	<input type="checkbox"/>	<input type="checkbox"/>	
g) Is there discussion on the relation of the program to other programs within the institution?	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	N/A
- Does this comparison document strengths and weaknesses of the existing programs?	<input type="checkbox"/>	<input type="checkbox"/>	
h) Is there comparison/contrast of the program to those with similar objectives at other SC technical colleges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Does the section include enrollment, graduates, and placement rates for existing programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>NOTE: Program Evaluation data can be found online for all SCTCS programs at http://www.sctechsystem.com/PgmReports/PublicReports/Reports.aspx</i>			
i) Is this a terminal degree program?	<input type="checkbox"/>	<input type="checkbox"/>	
- If no, is there discussion on the transfer opportunities for students to four-year institutions and possible articulation agreements?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is there an "Enrollment" heading?	<input type="checkbox"/>	<input type="checkbox"/>	
a) Is the program admissions criteria outlined?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is there a table for total student enrollment?	<input type="checkbox"/>	<input type="checkbox"/>	
- Is the table formatted correctly? (see p. 20 of CHE guide)	<input type="checkbox"/>	<input type="checkbox"/>	
- Are the calculations correct based on stated attrition rates?	<input type="checkbox"/>	<input type="checkbox"/>	
- Is the process used to derive these calculations explained?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is there a table for additional student enrollment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Is the table formatted correctly? (see p. 21 of CHE guide)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Are the calculations correct based on stated attrition rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Is the process used to derive these calculations explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there a "Curriculum" heading?	<input type="checkbox"/>	<input type="checkbox"/>	
a) Is the curriculum display included with the appropriate number of credit hours?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is there a listing of all new courses that will be added to the State and/or local CAC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there a "Faculty" heading?	<input type="checkbox"/>	<input type="checkbox"/>	
a) Is there a table which lists the rank, highest degree earned, field of study, and teaching status for each faculty member that will be involved in the program? (see p. 22 of CHE guide)	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is there a table which outlines the faculty, staff, and administration for the program, including headcounts and FTE.	<input type="checkbox"/>	<input type="checkbox"/>	
c) Are there any names of faculty listed? <i>NOTE: The proposal should not include any references to faculty names.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
d) Are the necessary qualifications of any new faculty/staff or any changes to the duties for currently employed faculty explained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Is there discussion on faculty involvement in the development of the program to include release time for research, consulting, conferences, or curriculum development?	<input type="checkbox"/>	<input type="checkbox"/>	
f) Are the definitions for full-time equivalents explained?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is there a "Physical Plant" heading?	<input type="checkbox"/>	<input type="checkbox"/>	
a) Are the physical plan requirements discussed, including whether there is a need for additional plant space in the foreseeable future?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Is there an explanation of any associated anticipated costs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
11. Is there an "Equipment" heading?			
a) Is there an itemized list for each piece of equipment that exceeds \$5,000?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are the planned sources of funding for equipment explained?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is there a "Library Resources" heading?	<input type="checkbox"/>	<input type="checkbox"/>	
a) Is there a quantitative analysis of the current library resources related to the proposed program in adherence to a standard guide (e.g. the ALA Standards for College Libraries)?	<input type="checkbox"/>	<input type="checkbox"/>	
b) Are the current holdings in relation to the proposed program discussed?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Are the costs associated with library resources for the first three years of the program outlined?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Is there an "Accreditation, Licensure, or Certification" heading?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Is there adequate discussion of the accreditation process and timeline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Is there adequate discussion of licensure or certification requirements for graduates and the extent to which the program will prepare graduates for these exams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there an "Estimated Costs" heading?			
a) Are the estimated costs placed in a "New Costs to the Institution and Sources of Financing" table"? (see p. 42 of CHE guide)	<input type="checkbox"/>	<input type="checkbox"/>	
b) Does the table address the first three years of the program?	<input type="checkbox"/>	<input type="checkbox"/>	
c) Is there a statement as to whether or not "unique costs" or other special state appropriations will be required or requested?	<input type="checkbox"/>	<input type="checkbox"/>	
d) Are the sources of funding identified correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Does the proposal include a list of all appropriate approving entities?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Is there a signature of the local area commission chairperson?	<input type="checkbox"/>	<input type="checkbox"/>	