

New Program Development Form

Recently, I met with several of my colleagues in a different division and we had a great new idea for a degree.

How can we make our great idea for a new program a reality?



The first step, of course, is to discuss your ideas with your Division Chairs, Program Managers, and Deans. Decisions must be made as to who will pay the faculty, who will be responsible for hiring faculty, who will be responsible for the courses and program when it comes time for program review, along with a multitude of other decisions.

You must also complete a needs assessment. What data or documentation do you possess that leads you to believe that this new program would be successful and desired by students? Once you have had these discussions with your Division Chairs and Deans, the next step is to submit the New Program Development Form in ACRES.

By completing this form, you will have a solid basis for proposing your degree or certificate in ACRES. This form is an excellent guide to begin the process to propose a degree or certificate that is created from a partnership of two or more divisions across the district.

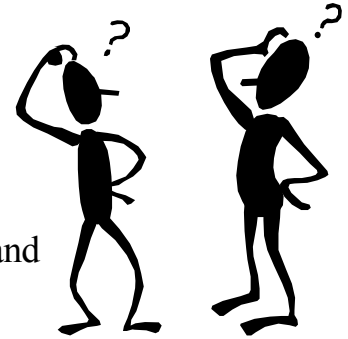
NOTE:

*This form does **NOT** propose the degree or certificate for inclusion in the next catalog. This form is to allow all Division Chairs, Deans, and other administration to make informed decisions as to whether or not this program of study should be a permanent offering by Central Arizona College.*

Once the New Program Development form has been approved, you will need to submit the New Degree or Certificate form. The information on these two forms is quite different. See page 65 for details on how to propose a New Certificate/Degree in ACRES.

What information is needed to propose a New Program Development Form?

Below is a copy of an electronic form with all the information you will need to propose a new program development form in ACRES. See page 285 for the blank form suitable for copying and penciling in your answers.



You may request an electronic copy of the form directly from the Curriculum Office or you can log on to the CAC website and download the electronic copy (http://www.centralaz.edu/Home/About_Central/Curriculum_Development/ACRES_Planning_Worksheets.htm).

New Program Development Form Planning Worksheet

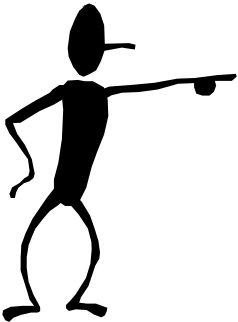
Required information:	Proposed information:
Department:	Which department will be responsible for this program?
New Program Name:	Please limit the title to 50 characters or less.
Type:	Certificate only? Degree only? Both?
Program Description:	Three to five sentences to describe this program. Please don't make it a sales pitch, but describe what the student will learn and be able to do after completing this program.

Required information:	Proposed information:
Proposed Courses:	List all the courses required in this new program of study. If the courses are not in the course bank, briefly describe each new course.
Main Target Audience:	Describe the main group of stakeholders this program would interest. Who are you targeting?
Projected Start Date:	When are you planning to offer this?
Current Job Market Demand:	See the Arizona Department of Commerce and the U.S. Bureau of Labor Statistics websites or professional associations for data and justification. The Office of Institutional Planning and Research at CAC might be able to help also.
Future Market Demand:	Projected number of related jobs to be available in Pinal County or in the state over the next three years.
Projected Starting Salary of Program Completers:	Describe the starting salary projections for those individuals entering the workforce with a certificate or associate's degree in this field.
Projected Budget Required:	List the line items and amounts needed for the first and second years of the program.
Potential Grant Sources or External Funds Available:	Are there any grants or external funds available for this project? If so, what are they?
Space required to Support the Program:	<p>Check all that apply:</p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Equipment required to initiate the program</p> <p><input type="checkbox"/> Faculty and/or support personnel <input type="checkbox"/> Lab</p>

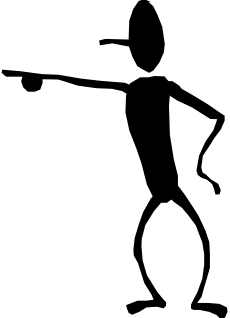
Description of the space and support requirements:	Describe number and size of classrooms, labs, equipment, and personnel needed.
Campus:	<p>Where will this program be offered? If it will be offered at all locations and/or online, please select “Statewide/District – DSP” only.</p> <p><i>Check appropriate locations:</i></p> <p><input type="checkbox"/> Aravaipa - AVC <input type="checkbox"/> Arizona State Prison - ASP</p> <p><input type="checkbox"/> Casa Grande Center - CGC <input type="checkbox"/> Coolidge Center - CTAC</p> <p><input type="checkbox"/> Florence Center - FLC <input type="checkbox"/> Maricopa - MAR</p> <p><input type="checkbox"/> San Tan - SAT <input type="checkbox"/> Signal Peak Campus - SPC</p> <p><input type="checkbox"/> Statewide/District - DSP <input type="checkbox"/> Superstition Mountain - SMC</p> <p><input type="checkbox"/> Workforce East - WDE <input type="checkbox"/> Workforce North - WDN</p> <p><input type="checkbox"/> Workforce West - WDW</p>
Partners:	List any employers/industry partners who are interested in collaborating with CAC on this venture. Provide company and contact name information.
Donations:	Explain any donations or support that these partners might be willing or interested in providing. Include equipment, technical support, marketing, etc.
Transfer Operations:	Describe how this program might transfer to the state universities.
Marketing Plan:	Describe the marketing plan for this program (resources, plans, strategies).
Pricing Consideration:	Describe tuition and any added fees, if appropriate.

Projected FTSE per year for two years:	How much FTSE will be generated from this program?
Additional information:	Please include any additional information you feel is relevant and will help administration make a sound decision.

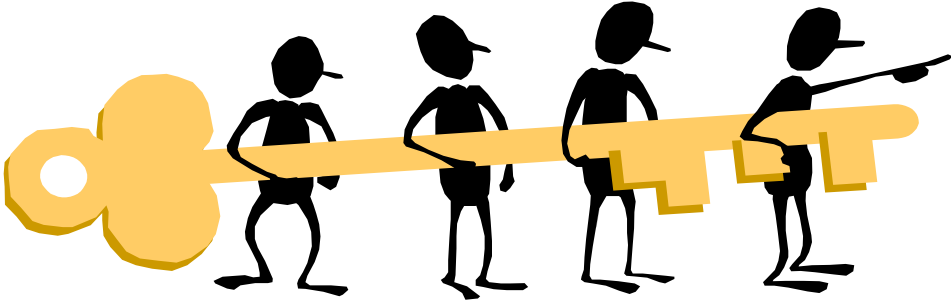
After the form is saved on your computer, you will be able to type the information into the form without logging on to ACRES.



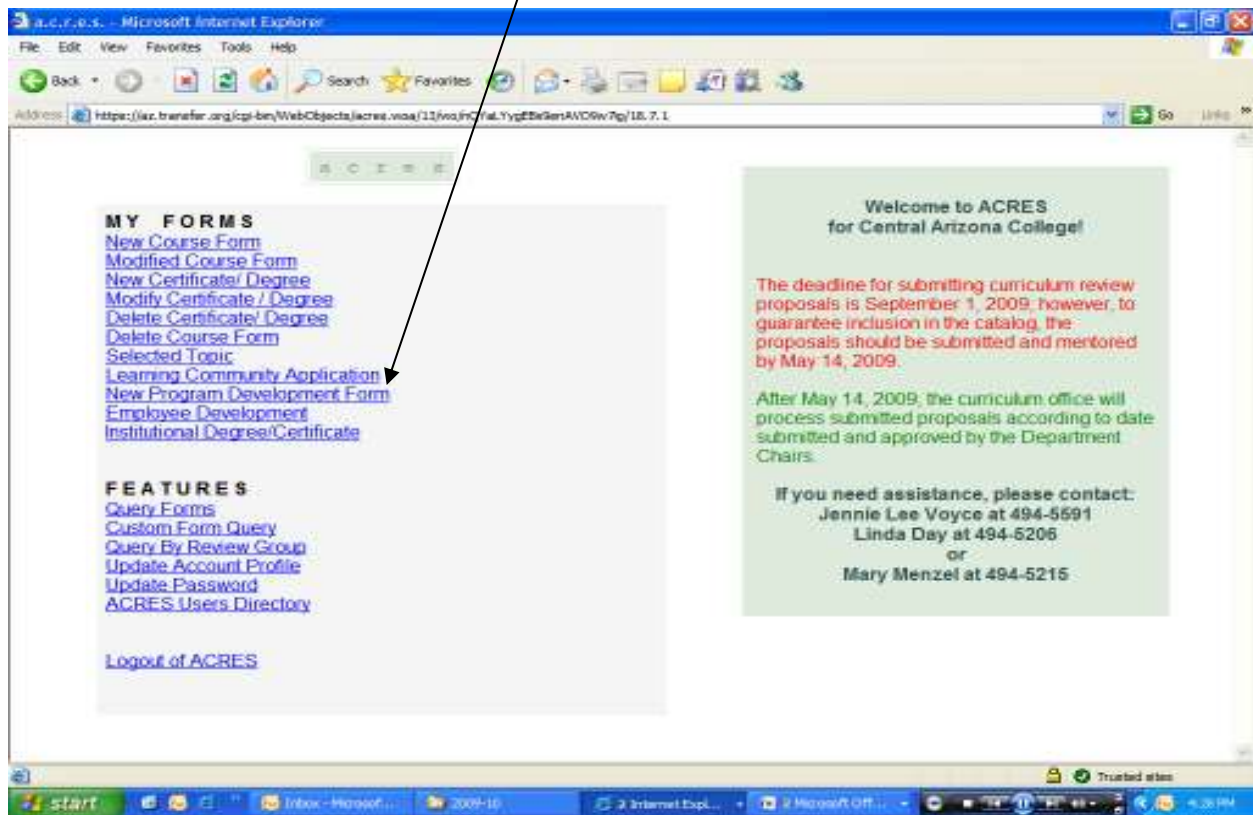
Okay, this seems straight forward, but now I'm wondering WHO should submit the proposal.



This is a conversation that should be held with everyone who has an interest in this new program of study. You, Division Chairs, and Deans should decide where this program of study will reside. Once that decision is made, it would be most beneficial for that division to submit the form.



When the form is complete and you are satisfied with your proposal, simply logon to ACRES and select the New Program Development form.



Type in the information or cut and paste from the planning worksheet, but remember to save often!

Q & A:

How do I save my document?

Save by clicking on the “Save Changes” button anytime (and frequently).

ACRES - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address: https://ac.transfer.org/cgi-bin/WebObjects/acres.voa/11/voa/jnQ/ta.YygtEhGmAWD9w7g/10.11.8.0
Print View | Home | Logout

New Program Development Form
Central Arizona College

Cancel Save Changes

* Department: DAN - Dance

* New Program Name: Health by Dance

* Type: Check as appropriate: Both Certificate Degree

* Program Description: Benefit of dance and movement in maintaining health and mental centeredness.
Approximately 50 word description.

* Proposed Courses: List courses for inclusion in degree and/or certificate:
ABC123 Jazz Dance
ABC123 Latin Swing Dance
ABC123 Philosophy of Fitness
ABC123 Mental Balance and the Art of Dance

* Main Target Audience: Describe the main group this program is targeted toward.

* Projected Start Date:

ACRES will time out after 60 minutes if you are not moving from page to page or saving on a regular basis. If you don't save, you take the risk of losing all your work! This is why typing and saving the information in the electronic form provided by the Curriculum Office can be a great time and sanity saver if you are timed out!

Verify all information is in the correct fields; all required information (red asterisks) is included; and click the “Save Changes” button. **SAVE! SAVE! SAVE!**

If you do not see a “Final Submit” button at the top of the page, information in a required field marked with a red asterisk must be missing. This is what the message in red text is telling you.

**Your form has been saved! You may return to your work at any time.
However, fields with a * on this form are mandatory.
You must complete these fields before the Final Submit.**

New Program Development Form
Central Arizona College

Save Changes

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* Type: Check as appropriate: Both Certificate Degree

* Program Description: Benefit of dance and movement in maintaining health and mental centeredness.
Approximately 50 word description:

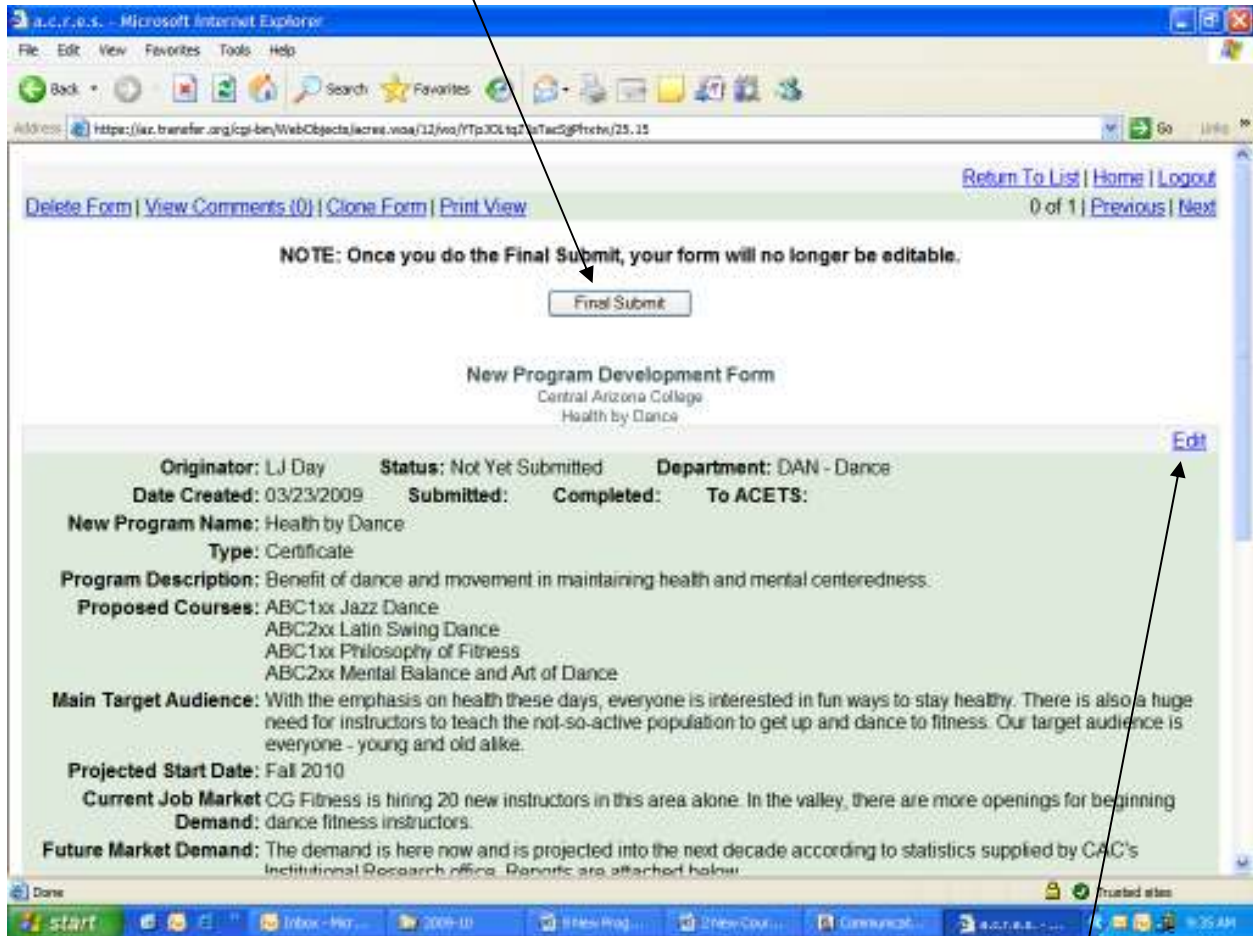
* Proposed Courses: List courses for inclusion in degree and/or certificate:
ABCxxx Jazz Dance
ABCxxx Latin Swing Dance
ABCxxx Philosophy of Fitness
ABCxxx Mental Balance and Art of Dance

* Main Target Audience: Describe the main group this program is targeted toward:
With the emphasis on health these days, everyone is interested in fun ways to stay healthy.

Look at all the fields carefully and verify all fields have information in them. When you’ve found the one needing additional information, enter it, and click “Save Changes” again.

The “Final Submit” button should be at the top of the next screen. If you do not see the “Final Submit” button, you will need to repeat this step until all required fields are populated with information.

When all information is entered in ACRES, review the form for typos and additional corrections or missing information. If you are completely satisfied with the information, click the “Final Submit” button and ACRES will automatically route the form to the next group or person for review.

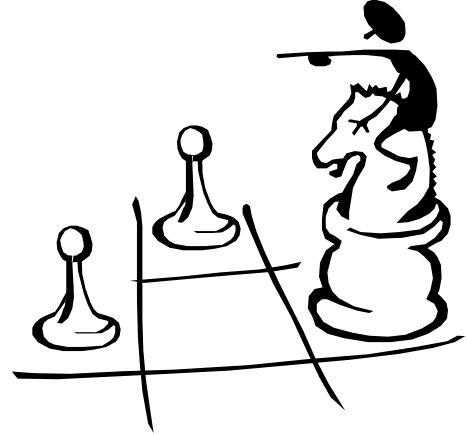


However, if you see an error that needs to be corrected, click the blue “Edit” button on the right hand side of the screen. It will take you back to the page where you can edit any of the information in any of the fields.

Once all the information is complete, click on “Save Changes.” Check the accuracy and if it’s correct, click “Final Submit” to begin the review process.

Where does my new program development proposal go when I click “Final Submit?”

The following table is taken directly from ACRES and shows the path your proposal will follow to be reviewed and approved. Each line lists the name of the group or person reviewing the proposal. The “Help Text” gives you a short description of what that named group or person will be doing with the proposal.



New Program Development Form Routing Chain

Order	Name	Help Text
1	District Chair or Program Manager	District Chair or Program Manager will approve, return for revisions, or disapprove.
2	Dean of Academic Services	Academic Deans will review and approve, request revisions, or disapprove the proposal.
3	CLASS Office (Review)	CLASS Office reviews to ensure that all areas are adequately addressed.
4	VP Approval	VP/Provost will review and will determine if approved, needs revisions, or is not approved.
5	CLASS Office (Final)	New Program Development Study and Survey is routed to the CLASS Office for notification that the course development process for the New Program may begin.

If you are still confused or have specific questions, please call or email:

Jennie Lee Voyce at 1-520- 494-5591 or jennie.voyce@centralaz.edu

Linda Day at 1-520-494-5206 or linda.day@centralaz.edu

Mary Menzel at 1-520-494-5215 or mary.menzel@centralaz.edu