



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

*Curriculum and Instructional Council*

## **SDCCD Program Viability**

### Guiding Principles

#### **Overview**

*Program Viability Review* is a process meant to share information and resources needed to develop a new program within the SDCCD. Instructional resources are used in response to the college Mission, Strategic Plan and Educational Master Plan; the needs of its students; and the requirements of the community it serves.

- Viability review involves a specific process that occurs as a result of the regular Program Review process, or upon special request.
- The term *program* as it relates to this review refers to a field of study with one or more related certificates and degrees. See the official program list in the College Catalog for current programs.

#### **Outcomes of Viability Review**

The intent of a college *Viability Review Workgroup* is to make recommendations for new program initiation after careful review of requirements and recommendations to ensure success.

- *Program Initiation*: The institutionalization or adoption of a new program and/or a new department.

#### **Rationale**

A *Viability Review* is required prior to forwarding a program initiation proposal and may need to take into consideration the provided suggestions depending upon the type of program in consideration.

Decisions made during the *Program Viability Process* shall be based on a broad and thorough investigation of factors relating to the benefits of a program for students, for the college, and for the community served by SDCCD. They shall, therefore, take into consideration information that goes far beyond simple measures of current student demand or weekly student-contact hours.

The following general types of information may be gathered as needed and weighed in the process of formulating the Review Committee's recommendations:

1. The impact on students and student success.

2. The impact on the comprehensiveness and balance of offerings across the college curriculum and within the district.
3. The impact on the educational and budget-planning process used at the institution.
4. The positive and/or negative impact on transfer to four-year colleges and universities.
5. The effects on local businesses and industries.
6. The effects on faculty and staff.

### **Program Initiation**

To propose a new academic program (see definition of *program* above), the following process may be followed:

- The Program Review and Outcomes Assessment Subcommittee and Academic Senate may be electronically notified in advance that a new program proposal will be forthcoming.

### **Program Viability Process**

The following bullet points have been identified for consideration in the development of a new program. These suggestions include both CCCCO requirements and best practices based on Program and Course Approval Handbook (PCAH), Policies and Procedures, State Regulations, ACCJC Accreditation, (External Accreditations), District Policies and Procedures and ACCJC Accreditation.

While the intent of this overview is to provide a standard approach for colleges within the district to consider in the initial development of a new program, there may be additional needs unique to one college or initial program development outside of these suggestions.

### **Program Overview**

- Title and description summary of the proposed program.
- Program Learning Outcomes.
- Justification of need for the new program (support university transfer to a particular major, labor market demand, etc.).
- List of planned awards (degrees or certificates) in the program.
- List of all comparable or closely related programs.
- Proposed implementation date.
- Review timelines for CRC, CIC, Catalog, Articulation and Transfer Deadlines for

targeted implementation date.

- ACCJC Substantive Change Inquiry ([Link](#)).
- Alignment with the five criteria from the PCAH ([Link](#)).

### Initial Consultation—College Governance / College Constituents

The following are strong recommendations for initial consultation when considering the development of a new program.

- Letter from the area dean stating their support for the development of the new program.
- Vice President of Instruction
- Planning and Institutional Effectiveness Committee.
- Curriculum Committee
- Academic Senate
- Articulation Officer
- Instructional Services Office

### College Recommendations / Opportunities

Once support has been gathered from college constituents, the following are strong recommendations in the design of the program including course development.

- Fit with Institutional Strategic Plan and Mission.
- Course Descriptions.
- Student Learning Objectives.
  - Integrates within curriculum design for equity, diversity and inclusion best practices identified within the proposed program.
  - Restorative Justice best practices.
- Assigned textbooks / Open resources.
- Faculty assigned to the program.
- Scheduling - Recommend sequential, Fall/Spring, Modality (Justification), Program Mapping.
- Enrollment Requirements.
  - Class Enrollment caps.
  - Expansion of Program.
- Dual Enrollment, CCAP Possibilities.

- Student Recruitment Plan.

### College Budget / Costs / Resource Allocation

- Explanation of the resources available to support the program.
- Anticipated new cost.
  - FTEF
  - FTES - Anticipated growth of sections
  - Develop Proposed Budget
  - Travel / Conferences
  - Supplies
  - Equipment
- Defined outside funding sources; grants, etc.
- Counseling and Admissions Impacts.
- Classified Staff needs.
- Library Resources.
- Materials costs.
- [CCCC Bachelor Degree Program \(BDP\)](#) Programs receive the difference in enrollment fees after the program is implemented; funds used for soft costs, travel, professional development, etc.

### Career Technical Education Specific Needs

- TOP Codes, SOC Codes, CIP Codes.
- Advisory Committee.
- Industry / Stakeholder Support Letters.
- Career options and/or transfer information.
- External Accreditation Requirements (CTE Programs).
  - What is the accreditation process?
  - What fees are required?
  - Is there an ongoing cost?
  - Is accreditation required or merely helpful?
- Professional Licensing, State, National Certifications (CTE Programs).
  - Identify student fee costs.
- Directed Clinical Practice/ Internships / Work Experience / Apprenticeship
  - Are DCP or internships required?
  - Are DCP placements available?
  - Are personnel available to train students on site?

### Student Costs

- OER / Zero Cost Textbooks (if available).
- Scholarship Opportunities.
- Credit for Prior Learning / Credit by Exam Options.

### Facilities

- What type of facilities might be needed to house this program?
- Are facilities currently available for this program?
- What type of storage may be required for the program?

### **Workgroup**

A workgroup should exist until it files its recommendations with the Program Review and Outcomes Assessment Subcommittee. Membership on the *Viability Review Workgroup* should include:

- The Academic Senate President or designee.
- One (1) Department Chair (appointed by the Chairs Committee).
- One (1) Faculty Discipline Expert (appointed by the Academic Senate President).
- One (1) Student Services Counseling Faculty (appointed by the Academic Senate President).
- One (1) Planning and Institutional Effectiveness Committee member.
- The Curriculum Committee Chair or designee.
- The Articulation Officer.
- One (1) Academic Dean.
- The Vice President of Instruction or designee.
- The Vice President of Administrative Services or designee.
- The Vice President of Student Services or designee.
- One (1) Student appointed by the *Associated Student Government (ASG)* President.

### **Collaboration and Curriculum Sharing Across the District**

To ensure the alignment and coherence of new programs across the San Diego Community College District, it is essential to share the proposed program curriculum with other SDCCD colleges. This collaboration aims to:

- Promote consistency in program offerings districtwide.
- Allow for feedback and input from faculty and administration across the district.
- Enhance resource sharing and reduce duplication of efforts.

### **Process for Sharing Curriculum**

1. Once the initial draft of the program curriculum is developed, it should be shared with the Discipline Faculty and Curriculum Committees of the other SDCCD colleges.
2. Solicit feedback from faculty, deans, and curriculum committees from other SDCCD colleges.
3. Present the revised curriculum to the SDCCD Curriculum Instruction Council (CIC) for final review and endorsement.
4. Obtain final approvals from the respective college Curriculum Committees, CIC, and District Board of Trustees.

### **Final Recommendations**

The *College Executive Committee* receives recommendations and approvals from all constituencies and makes a final decision by consensus. The final recommendation is endorsed by the College President and the Academic Senate President. This recommendation is then passed to the *Board of Trustees* for final action, in alignment with *California Code of Regulations*, Title 5, § 55103 and Education Code § 78016.