# Process Guide for Program Related Curriculum Committee Submissions

This guide contains guidance for:

* Developing new programs
* Revising a program
* Deleting a program
* Request DwD status

## Developing New Programs (Degrees or Certificates)

1. Use the following resources to build the program.
   1. State Board Policy for appropriate credit hours for program, general education classes, and targeted classes.
      1. [SP 9-30a – Associate Degrees](https://cccs.edu/policies-and-procedures/board-policies/sp-9-30a-associate-degrees/)

* + 1. [SP 9-30b – Bachelor Degrees](https://cccs.edu/about/governance/policies-procedures/sp-9-30b-bachelor-degrees/)
    2. [SP 9-30c – Certificates](https://cccs.edu/about/governance/policies-procedures/sp-9-30c-certificates/)
  1. Higher Learning Commission (HLC) Expectations
     1. [HLC Assumed Practices B: Teaching and Learning 1: Program, Courses, and Credits](https://www.hlcommission.org/Policies/assumed-practices.html)
  2. The [Curriculum Committee](https://www.pikespeak.edu/academics/instructional-services/faculty-resources/curriculum-committee.php) webpage for:
     1. CCCS Contact Hour to Credit Hour Ratio Guidelines
     2. Catalog Format for Programs

1. Conduct a Pre-Check.

Contact information for the following can be found on the [Curriculum Committee](https://www.pikespeak.edu/academics/instructional-services/faculty-resources/curriculum-committee.php) webpage.

* 1. Accreditation Liaison Officer (ALO) for:
     1. CIP Program names and CIP Codes
     2. HLC requirements for new programs
     3. HLC requirements for substantive revisions to existing programs
  2. Assessment Coordinator or Assessment Coaches for measurable Program Learning Outcomes (PLOs) and content maps
  3. Advising Office for transparent language around required classes and program progression
  4. Military & Veterans Program (MVP) for required credit numbers for benefits and other restrictions
  5. Financial Aid: to be financial aid eligible, programs need to have a minimum of 16 credits. Contact the Director of Financial Aid for additional information, if necessary. (optional)

1. Fill out the Curriculum Program Request form on the portal after conducting a pre-check.
   1. Use the Catalog Format for Programs
   2. Use the comment box to explain the reasoning for this new program.
      1. If an advisory board has suggested the program, be sure to include that information.
2. Attend the Curriculum Committee meeting to explain program if there are questions.
   1. Meetings are usually held on third Wednesday of the month (except for December and January), from 3:30-5:00pm, on WebEx. See the [Curriculum Committee](https://www.pikespeak.edu/academics/instructional-services/faculty-resources/curriculum-committee.php) webpage for exact date.
   2. Ask the Curriculum Committee Recorder or Committee Chair for an invitation to the meeting.
3. After approval from the Vice President of Instructional Services (VPIS) office, on the recommendation of the Curriculum Committee, work with the Accreditation Liaison Officer (ALO) to gain Higher Learning Commission (HLC) approval.
   1. The ALO will submit program information to HLC on behalf of the department/division.
   2. The ALO will inform the division of the HLC decision (either automatic approval or substantive change process).
   3. The ALO will forward the HLC notification to: Financial Aid, Registrar, Enrollment Services, MVP, Academic Advising, Academic Division, Department, VPIS, and Curriculum Committee Recorder & Chair, and the CTE Program Director if it is a CTE program.
4. If a CTE program, after HLC approval, begin Gateway approval.
   1. If you cannot access Gateway, contact the CTE Gateway Power User for access.
   2. The DUO authentication is different for Gateway, than for PPSC.
5. Programs can be added to the catalog and advertised (including the program webpage) ONLY after they have been approved by the Curriculum Committee, and HLC, and Gateway (for CTEs).
6. Additional needed action:
   1. Banner Codes must be created by the Registrar
   2. Drop down menu needs to be added to the list of programs on the Application page.
   3. Marketing should be notified of the new program so they can create a new webpage and press release.

## Revising a Program (Degree or Certificate)

1. Depending on the nature of the program changes, use the appropriate resources to make sure program aligns with procedures.
   1. State Board Policy for appropriate credit hours for program, general education classes, and targeted classes.
      * [SP 9-30a – Associate Degrees - Colorado Community College System (cccs.edu)](https://cccs.edu/policies-and-procedures/board-policies/sp-9-30a-associate-degrees/)
      * [SP 9-30b – Bachelor Degrees - Colorado Community College System (cccs.edu)](https://cccs.edu/about/governance/policies-procedures/sp-9-30b-bachelor-degrees/)
      * [SP 9-30c – Certificates - Colorado Community College System (cccs.edu)](https://cccs.edu/about/governance/policies-procedures/sp-9-30c-certificates/)
   2. Higher Learning Commission (HLC) Expectations
      * [HLC Assumed Practices B: Teaching and Learning 1: Program, Courses, and Credits](https://www.hlcommission.org/Policies/assumed-practices.html)
   3. CCCS Contact Hour to Credit Hour Ratio Guidelines
2. Conduct a Pre-Check tailored to changes.

Contact information for the following can be found on the [Curriculum Committee](https://www.pikespeak.edu/academics/instructional-services/faculty-resources/curriculum-committee.php) webpage.

* 1. Assessment Coordinator or Assessment Coaches for changes to Program Learning Outcomes
  2. Advising Office for transparent language around required classes and program progression.
  3. Military & Veterans Program (MVP) for required credit numbers for benefits and other restrictions
  4. Financial Aid: to be financial aid eligible, programs need to have a minimum of 16 credits.

1. Fill out the Curriculum Program Request form on the portal.
   1. Use the current online catalog to demonstrate changes by cutting and pasting the program from catalog to a word document (auto fitting to page, if necessary), and then line out material that is being removed and type in **bold** any additions.
   2. Use the comment box to explain the reason for changes.
2. Attend the Curriculum Committee meeting to explain program if there are questions.
   1. Meetings are usually held on third Wednesday of the month (except for December and January), from 3:30-5:00pm, on WebEx. See webpage for exact date. [Curriculum Committee](https://www.pikespeak.edu/academics/instructional-services/faculty-resources/curriculum-committee.php)
   2. Ask the Curriculum Committee Recorder or Committee Chair for an invitation to the meeting.
3. After approval from the Vice President of Instructional Services (VPIS) office, on the recommendation of the Curriculum Committee, make changes with the HLC and then Gateway if necessary.
4. If significant changes are made to a program (25% or more) it will need to be recertified by HLC.

Use EP 105A to determine if reapproval is necessary.

* 1. The ALO will submit program changes to HLC on behalf of the department/division.
  2. The ALO will inform the division of the HLC decision (either automatic approval or substantive change process).
  3. The ALO will forward the HLC notification to: Financial Aid, Registrar, Enrollment Services, MVP, Academic Advising, Academic Division, Department, VPIS, and Curriculum Committee Recorder & Chair, and the CTE Program Director if it is a CTE program.

1. If a CTE program, make changes in Gateway. If HLC re-approval is necessary, only begin CTE changes after HLC re-approval is confirmed.

## Deleting a Program (Degree or Certificate)

1. Review State Board Policy for guidance related to terminating a program [SP 9-47 – Program Review and Evaluation](https://cccs.edu/about/governance/policies-procedures/sp-9-47-program-review-and-evaluation/): Contents section 4: Program Plan.
2. Contact the ALO to determine what is required from HLC related to terminating a program.
3. Fill out the Curriculum Program Request form on the portal, selecting “Program Deletion”

## Request Degree with Designation (DwD) Status for Program

1. DwDs apply to transfer programs and are ultimately approved by the GE Council
2. Secure documentation of the state discipline group’s approval through either:
   * Statewide Curriculum Meeting minutes (formerly called 2:2)
   * Email vote from the statewide discipline group
3. Fill out the Curriculum Program Request form on the portal. Choose Degree with Designation request.
4. After approval at PPSC, the proposal will be forwarded to the General Education (GE) Council.
   * GE Council will convene a discipline faculty including 2 and 4- year faculty.
   * GE Council has the final authority to approve program for DwD status.