



ACADEMIC PROGRAM REVIEW

NEW PROGRAM- Review, Approval, and Implementation

*All new programs will be implemented in the fall semester unless specifically requested otherwise.

| TASK(S) | COMPLETION PERIOD | CHAMPION(S) |
|--|------------------------------|---|
| Step 1: Faculty submit a proposal for a new program to their department chair that includes the proposed Program Outcomes Map (POM). | Spring Graduation Day | Faculty by Program |
| Step 2: Department chair reviews documents, approves, and submits to the Academic Dean. | June 1 | Department Chair |
| Step 3: Academic Dean reviews documents, approves, and submits to the Director of Curriculum and Articulation (DCA) and cc's Courses and Curricula chair for review. | July 1 | Academic Deans |
| Step 4: DCA forwards new program proposals to the Faculty Senate Courses and Curricula Committee for review. | Mid-August | DCA |
| Step 5: During the September meeting, faculty submitter defends new program proposal that includes the POM. Faculty Senate Courses and Curricula Committee chair forwards approved new program proposal to the DCA. | Second Thursday of September | Faculty Submitter The Faculty Senate Courses and Curricula Committee Chair |
| Step 6: DCA forwards POM to the Faculty Senate Academic Assessment Committee for review and approval. | Third Thursday of September | DCA |
| Step 7: Faculty Senate Academic Assessment Committee chair sends approved POM to the DCA. | October 31 | Faculty Senate Academic Assessment Committee chair |



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| Step 8: DCA forwards Curriculum documents and the approved POM to VCASA. | November 7 | DCA |
| Step 9: VCASA reviews approved new program documents that include the POM, approves, and returns to the DCA. | December 1 | VCASA |
| Step 10: DCA secures the Chancellor's signature and ensures the documents are ready for the February meeting of the LCTCS Board of Supervisors. DCA then forwards the approved new program documents to LCTCS (and BOR when applicable). | January 7 | DCA |
| Step 11: DCA notifies the Academic Deans, and chairs of Faculty Senate Academic Assessment Committee and the Faculty Senate Courses and Curricula Committee of the state-level approvals for the new academic program. | March 15 | DCA |
| Step 12: Once notified of approval by LCTCS (and BOR), if the new program does not constitute a substantive change, an action letter is written by the VCASA and forwarded to the Registrar's Office for inclusion in the college's BANNER system and entered into the BRCC student application forms. <ul style="list-style-type: none"> • If the new program represents a substantive change, approval by SACSCOC is required before entry into BANNER, addition of the program to the application, and availability of the program for student enrollment. Concurrently, the Faculty Senate Academic Assessment Committee chair updates Program and Student Learning Outcomes Map. | March 31- May 15 (6 months-1 year before implementation) March 31- May 15 | VCASA SACSCOC Accreditation Liaison Faculty Senate Academic Assessment Committee chair |