

APPENDIX A: HOW AN IDEA BECOMES AN APPROVED DEGREE PROGRAM (SUMMER 2016)

Bright Idea	New Program Development Committee			
Step	1 st Discussion → If yes	2 nd Discussion → if yes	3 rd Discussion	4 th Final Discussion
Report Section	Part A: Preliminary Program Review	Part B: Secondary Program Review	Part C: Feasibly Study (Optional)	Part D: Program Implementation Plan
Purpose	Begin the Data Collection Process	Additional Information Needed for Decisions	Confirm Viability and Cost	Official Approval/Action Date President's Signature
Areas	OIE	OIE and IR, Business Development, Academic Department, Department Chair/Program Director	Internal and External Surveys, Data Requests	Final Committee Decision
Components	<p>Program Description</p> <p>Relation to GC Mission and Department Mission</p> <p>Competition: Is there a demand for the program?</p> <ul style="list-style-type: none"> State Graduates & Enrollment Data (IPEDS and CTOHE data) Potential sources of students (GC Grads, etc)? <p>Job Outlook/Careers/Growth Rate/Trends (CT, Region)</p> <ul style="list-style-type: none"> Job Types/Openings Salary (range, average) <p>Potential Accreditation/Licensing</p> <ul style="list-style-type: none"> General requirements and costs, staffing <p>Curriculum Needs</p> <ul style="list-style-type: none"> Sample degrees from other competitors in the state New course versus existing course development 	<p>Potential Development Timeline</p> <p>Committed Community Partners</p> <ul style="list-style-type: none"> List Clinical Sites List Extern/Internships List of local employers (CBIA and DOL Data) <p>Resources, Costs and Sustainability</p> <ul style="list-style-type: none"> Faculty and Administrative Resources Preliminary Financials <ul style="list-style-type: none"> Faculty Clinical Needs Facilities Physical Equipment and other Resources Grant Funding Available <p>Second Curriculum Discussion</p> <ul style="list-style-type: none"> Actual curriculum and relationships to existing degrees Differentiators, electives, tracks, etc. 	<p>Population Study</p> <ul style="list-style-type: none"> Confirm Potential Students Future Demand <p>Market Survey</p> <ul style="list-style-type: none"> Survey Potential Students Survey of Potential Clinical Sites <p>Competition Analysis</p> <ul style="list-style-type: none"> Market Comparable Degree programs and Job Placement Success <p>Confirm Costs</p> <ul style="list-style-type: none"> Development Cost Faculty Estimated Potential Revenue ROI Consider Tuition Costs Financial Aid Data 	<p>Curriculum Development Schedule</p> <p>Programmatic Accreditation TimeLine</p> <p>Advisory Board Details</p> <p>Faculty and Staff Teaching Assignments and Hiring Plan</p> <p>Course Schedule</p> <p>Marketing and Recruiting Plan</p> <p>Target Start Date (student enrollment)</p>
Approved Program Summary Presented to Governance Committees (one page)	<p>Proposal Summary</p> <p>Program Description</p> <p>Program Outcomes</p> <p>Curriculum</p> <p>Admission Requirements</p> <p>Potential Jobs</p> <p>Other Information</p>	<p>What influences the committee's decisions? If a new program:</p> <ul style="list-style-type: none"> Advances or is it consistent with the college's mission and core values? Supports the college's strategic plan? Represents a growth area or economic opportunity? Integrates effectively other curricular areas and is conducive to interdisciplinary approaches to program and curriculum development? Reflects and builds on the diversity of our faculty? Serves students' needs for increasingly diverse and relevant programmatic options? Program's financial plan indicates a positive return on investment? 		