South Seattle Community College Program Origination Approval

Division _____________________________________________________________

Title of Proposed Program ____________________________________________

Originating Administrator _____________________________________________

SSCC Program Origination

Any administrators who wish to offer a new program need the approval of the Curriculum and Instruction Committee. To offer a new program, administrators must complete a program coding approval form and describe the program, with a course listing. The originator must answer the relevant questions and submit the completed form to the Curriculum and Instruction Committee. District-level approval may also be required.

Instructions for completing SSCC Program Origination
1. Complete Program Origination Approval.
2. Attach answer page.
3. Include supplementary data as requested.

Program Origination Questions:
1. What do you plan to accomplish with this program that could not be accomplished with existing programs on this campus or in the district?

2. Have all the campus, district, and state administrative and clerical steps necessary to implement this been completed? (See Appendix) Yes___________ No__________ If no, explain:

3. When do you plan to implement this program? Quarter__________ Year__________

4. Is sufficient funding available to offer this program, including funding for equipment and support personnel? Yes________ No_______ If no, explain:

5. What is the source of funding, and how long will it be in effect?

   Source: ____________________________________________________________

   In effect until: Permanent_____ Other (date) ____________

6. If funding is not permanent, will the program be offered once the original funding is no longer

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available?  (Skip if funding is permanent.)  Yes______  No______

7. If "yes" to 6. above, what will the new source of funding be and what financial impact, if any, will it have upon the division/college?  (Skip if funding is permanent.)

8. Has each principal individual involved in the program been consulted?
   Yes_______  No_______  If no, explain:  If yes, who:  ______________  ______________
   For courses that meet AA degree requirements, have principals on the other two campuses been consulted?  Yes_______  No_______  If yes, who:  ______________  ______________

9. Are classroom space and equipment necessary to initiate the program available?
   Yes_______  No_______  If no, explain:

10. How does this program meet or fit in with division and college needs and goals?

11. What potential problems, if any, do you foresee in offering this program?

12. In addition to anything you have indicated above, are there other advantages to offering this program?

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Unit Administrator______________________  Vice President for Instruction ______________________

Date ________________________________  Date ________________________________

Faculty Proposing program:

_____________________________________

_____________________________________

_____________________________________

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Checklist:
1. Faculty and the Unit administrator of a course or program area completes and signs the Course/Program Origination Form and meets with the Unit administrator of Instruction for approval and signature.
2. The Unit administrator of the program area or faculty member submits the proposal to the Chair of the Curriculum and Instruction Committee and requests action on the proposal.
3. The Chair routes the proposal to the Course/Program Origination Subcommittee to take action on this.
4. The Subcommittee acts on the proposal and makes recommendations of approval or disapproval to the whole committee at the next scheduled meeting.
5. The Curriculum and Instruction Committee votes on the proposal. The result of the vote is recorded in the minutes of the meeting.
_____ Recommended for approval

_____ Not recommended for approval

_____ Recommended with the following changes:

Curriculum & Instruction Course/Program Origination Subcommittee Members

_________________________________________  __________________________________________

_________________________________________  __________________________________________

_________________________________________  __________________________________________

Chairman, Curriculum & Instruction Committee__________________________________________

Date ______________________

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Participating Faculty Response and Remarks