A. Purpose

The purpose of this procedure is to provide guidelines for acquiring approval for a new curriculum program.

B. Responsibility

It is the responsibility of the Chief Academic Officer and other appropriate college personnel to plan, develop, and implement curriculum programs consistent with the College mission and to submit an application for approval of a new program. The President makes a recommendation for approval to the Board of Trustees.

C. Procedures

1. Evaluation of Need for New Program

   a. After determining there is a definite need, a College employee will be assigned the task of overseeing the completion of the North Carolina Community College System Program Application process.

   b. Applications for new programs must be completed and submitted to the President’s Executive Council which will then forward it to Board of Trustees’ Campus Affairs Committee. If approved by the Campus Affairs Committee, the program will be submitted to the Board of Trustees for approval. After Board approval, applications are submitted to the State Board of Community Colleges for approval.

2. Upon approval of a new program:

   a. program approval from accrediting bodies and state agencies must be obtained as appropriate

   b. a department chair or coordinator may be designated and appropriate faculty hired or reassigned

   c. an equipment list must be reviewed and equipment ordered

   d. appropriate instructional materials must be identified and be in compliance with state and federal standards
e. program curricula including course syllabi, learning outcomes, and lesson plans must be developed

f. advertisement and recruiting should be developed to attract new students