### **New CE and CU Program Proposal**

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| **Parent Program, if applicable**:  *Ex: Paralegal Technology* | **Title and Credential:**  *Ex: Foundations Certificate*  **If CE, # of contact hours, credential earned (96+ hours):** |
| **New To College or New To System (NCCCS)**: | **Program-Level Accrediting Body**: |
| **Program Implementation Target Semester/Year**:\* | **Guided Career Pathway**: |
| **Location/Modality**: | **Student Funding Supports (CE and CU) and Federal Aid Eligibility (CU only)**: |
| **Admission Considerations**:  **CCR Admissions (CE Only):** Does this require a high school diploma? What is the required/recommended benchmark level for reading and math? | **SACSCOC Considerations (CU only)**: (e.g., shift in method of delivery, 25-49% new content, 50%+ new content, +/- semester to complete, partnership, prior learning credit) |

\*Curriculum program changes/additions are not to be implemented mid-year and must align with a specific college catalog year.

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| Summary of Proposed New Program and Target Outcome(s): |
| Needs Assessment / Justification (Include current market demand, job outlook, wage range, CIP code, entry level job titles, entry salary\*):  **\*If entry-level salary is less than $36k/year, additional justification must be provided for starting the program** |
| What other colleges/universities have implemented this program? What were the results? |
| Implementation Timeline (with Action Steps): |
| SME(s) Consulted with contact information: |
| Description of Internal Partners (example: other departments at Durham Tech) and External/Community Partners (example: Durham County Workforce Development Board): |
| Marketing Plan: |

Budget Considerations:

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| Expenses | First Year Initial Start-Up | Recurring Annual Amount |
| Full-time Instructor cost (including fringe) |  |  |
| Part-time Instructor cost (including fringe) |  |  |
| Instructional costs (materials, licenses, equipment, supplies) |  |  |
| Facility costs |  |  |
| Technology costs |  |  |
| Other costs (please specify in comments section) |  |  |

Comments/Explanations on Expenses including possible funding sources:

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| **Revenue/Return on Investment** | **First Year Initial Start-Up** | **Recurring Annual Amount** |
| **FTE generation: (Contact Hours Per Course\*Projected Number of Students)/512 = # of FTE generated**  **2023-24 Values**  **Tier 1A = $7011.54 per FTE**  **Tier IB = $6424.74 per FTE**  **Tier 2 = $5837.95 per FTE**  **Tier 3 = $4402.26 per FTE** |  |  |
| **Grant potential** |  |  |
| **Other revenue (please explain)** |  |  |

Comments/Explanations on Revenue and Return on Investment:

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| --- | --- |
| Program Considerations: | Comments: |
| CCP Pathways |  |
| Credit for Prior Learning (CE to CU, Prof Cred for CU, etc.) |  |
| Advising Plan and Advisor Training |  |
| How is this program different from existing programs? |  |
| Program Review and Assessment (what are the expected outcomes and how will they be measured?) |  |

| Review Action | Reviewed | Recommended or Approved |
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| Consultation with CAO |  |  |
| Pathway Dean |  |  |
| Center for Workforce Engagement |  |  |
| Program Management |  |  |
| CAO/Vice President |  |  |
| CFO and CTEO |  |  |
| President’s Cabinet |  |  |
| President |  |  |
| Board of Trustees (CU only) |  |  |