# **User Guide – New Program Proposal Form**

11/17/2023

**Parent Program, if applicable**: Only applies to CU. Is this a certificate, diploma, or in limited cases AAS degree (example: AAS in Public Safety-Transfer, AAS in Public Safety-Non-Transfer) built from a parent program? Refer to the [Curriculum Standards](https://www.nccommunitycolleges.edu/academic-programs/curriculum-standards) for all parent programs.

**Title and Credential:** What is the name of the credential (Example: Software Development)? What is the credential level (certificate, diploma, AAS)?

**If CE, # of contact hours, credential earned (96+):** If this is a CE program, how many hours are in the program? If it is under 96 hours, the program does not need to be vetted through this form. Fill out the CE Course Request form found at forms.durhamtech.edu. What industry-recognized credential is attached to this CE program/course?

**New to College or New to System (NCCCS):** Is this a new program to Durham Tech? Or is this a new program being proposed to NCCCS?

**Program-Level Accreditation Body:** Is there a specific accrediting body for this program outside of SACSCOC? See current list of program accreditors [here](https://www.durhamtech.edu/about-durham-tech/accreditation-approbation).

**Program Implementation Target Semester/Year:** When is the planned start of this program? Note that different programs may have different required timelines for implementation. Curriculum Program additions are not to be implemented mid-year and must align with a specific college catalog year.

**Guided Career Pathway:** Under which of the seven guided career pathways does this program fall?

**Location/Modality:** Where (what campus location) and how (online, hybrid, blended, traditional) is this program delivered?

**Student Funding Supports (CE and CU) and Federal Aid Eligibility (CU Only):** Is there an active funding source available to students to pay for this program (CEED grant, fee waiver, etc)? Is the CU program eligible for financial aid? AAS degrees need to be submitted but are automatically eligible after submission. CU Diplomas and CU certificates over 15 credit hours may be eligible for FA after submission. Follow up with the Director of Financial Aid to confirm.

**Admission Considerations:** Is there a specific process for admission? Are there requirements for admissions (prior learning)? If so, notification to SACSCOC may be required.

**CCR Admissions (CE Only):** CCR students may be able to take CE courses that do not require a high school diploma at the same time as CCR courses. Is there a required or recommended benchmark level for reading and math? Is a high school diploma/equivalency required?

**SACSCOC Considerations (CU Only):** Notification or approval may be required if there is a shift in method of delivery (traditional/blended versus online/hybrid), location of courses, 25-49% new content, 50%+ new content, partnership, or requirement of prior learning credit.

**Summary of Proposed New Program and Target Outcome(s):** 2-3 sentences. Summarize what you would like to accomplish with the new program and why.

**Needs Assessment/Justification:** Use as much space as necessary. Include current market demand, job outlook, wage range, CIP code, entry level job titles, and entry salary. If the entry salary is less than $36k/year ($17.32/hour), additional justification must be provided for starting the program. The Center for Workforce Engagement and Lightcast data can assist with this section.

**What other colleges/universities have implemented this program? What were their results?** Have any other CCs or 4-year institutions implemented this program? Can they share lessons learned from their experience starting this program?

**Implementation Timeline (with Action Steps):** Include all the steps from presentation at PMC to any necessary accreditation and/or approval to implementation.

**SME(s) Consulted with Contact Information:** What local industry partners or other subject matter experts were part of the planning phase of this new program?

**Description of Internal Partners and External/Community Partners:** Internal partners – other departments that could support this program or will be a part of the coursework. External/Community Partners – outside resources such as Durham County Workforce Development Board who can support this program.

**Marketing Plan:** What type of advertising and outreach is necessary to make the launch of this program successful? Have you consulted with the Marketing Department? What was their feedback?

**Budget Considerations:** These are divided into two columns – what it would cost/earn in the initial first year and what the ongoing cost/earnings would be annually after the first year.

**Expenses:**

* Consult with the CFO and CTEO to find current rates for instructor salary (full time and part time) including fringe benefits (FICA, Retirement, Health Plan, etc.)
* Consult with Campus Operations for estimates of cost for upgrades to current facilities and technology capabilities.
* What other costs are involved? Materials, computer licenses, equipment, supplies, etc.?
* Are there any possible funding sources such as grants or external funding?

**Revenue/Return on Investment:**

* Use the information provided to calculate the estimated FTE earned in the first year and on a recurring annual basis.
	+ Multiple the contact hours per course times the projected number of students. Divide this total by 512. This is the estimated FTE that will be generated per course. If there are multiple courses, repeat these steps to find the total estimated FTE for the program.
	+ Identify the tier of the course(s) being offered. This information is found in the [Combined Course Library](https://webadvisor.nccommunitycolleges.edu/WebAdvisor/WebAdvisor?type=M&constituency=WBFC&pid=CORE-WBFC&TOKENIDX=3634995456).
	+ Multiple the estimated FTE by the correct tier value in the chart. This is the projected amount of revenue from the new program.
* Will this program produce other revenue (self-supporting funds, funds from providing a service to the public, etc.?)

**Program Considerations:**

**CCP Pathways:** Does this new program have a CCP Pathway in addition to a traditional program? If it includes a new CCP pathway, who will be the pipeline of students? How will they be recruited? Have you consulted with the Director of College Recruitment and High School Partnerships?

**Credit for Prior Learning**: Does this program include CE to CU credit or Professional Credit for CU credit? Are there multiple ways to fulfill the requirements of this program?

**Advising Plan and Advisor Training:** What is needed to provide an accurate advising plan? How will advisors be informed of this new program?

**How is this program different from existing programs?**  How does this program fulfill a unique need for Durham Tech not covered in other programs?

**Program Review and Assessment:** What are the expected outcomes (enrollment, completion, job placement, etc.) and how will they be measured?