

Program Creation Guidelines

Each Division or program area identify new programs of **any unit value**, significant program expansions of other initiatives based on program review, changing demographics, workforce needs, developing technologies, etc. The Foothill College Governance Handbook has included some thoughtful requirements for establishing these "new" programs. The following information is a suggested guide to fulfill the process requirements outlined in the Program Creation section of the Handbook.

There are two types of programs: Workforce and Transfer¹. The differentiation for programs is determined by the State TOP code assigned to every program. Workforce Programs are those programs that focus on providing the knowledge and skills for a particular job or industry. Transfer Programs provide the groundwork course offerings that prepare students to transfer to four-year institutions.

If you are unsure of the TOP code for your proposed program, see Cori Nuñez, Admin Bldg, room 1925 or call at x7439.

- A. Prepare a Program Plan², based on the type of program (workforce or transfer), that includes the following:
 1. Workforce Program Plan should include:
 - a. Catalog Description
 - b. List of courses (titles and numbers only)
 - c. Completer Projections (upon full establishment of the program)
 - d. Labor Market information
 - e. Identification of any similar program(s) in the area
 - f. Identification of any resources that would be needed to establish the program (i.e. faculty, equipment, licensing, etc.)
 2. Transfer Program Plan should include:
 - a. Catalog Description
 - b. List of courses
 - c. Articulation and transfer data
 - d. Identification of existing program(s) at CSU/UCs
 - e. Completer Projections (upon full establishment of the program)
 - f. Identification of any additional resources needed to establish program (i.e. faculty, equipment, etc.)
- B. The Plan is submitted, through your Division Dean, to the Workforce Workgroup or the Transfer Workgroup (whichever is appropriate) for review and feedback. Simultaneously, the Division Dean also notifies the Academic & Professional Matters group.
- C. The Plan and workgroup feedback is then forwarded to the Vice Presidents and OPC to determine if adequate resources are available (B budget, faculty, staff, facilities, etc.).
- D. The Plan and all feedback are then forwarded to PaRC for the final recommendation to the President. If the President determines that the program should proceed, the appropriate Vice President will notify the Dean, who will in turn notify the faculty proposer of the decision and return the plan and all feedback.
- E. The Degree/Certificate Program Application, required by the State Chancellor's Office, should now be prepared by the faculty and forwarded to the Instruction Office. The Curriculum Coordinator will review and recommend any possible edits to the faculty. The Articulation Officer will also review all transfer program applications and make suggestions where appropriate. When the document is complete, it will be included on the agenda for the next available Division Curriculum Committee meeting.
- F. Upon Division Curriculum Committee approval, the application will be forwarded to the Instruction Office for inclusion on the next available College Curriculum Committee agenda for approval.
- G. Upon College Curriculum Committee approval, the Instruction Office will prepare a FHDA Board Agenda Item, attach all appropriate documentation and ensure that it is agendized at the next available Board meeting.
- H. Upon FHDA Board approval:
 - a. Workforce program applications will be sent to the BACCC (Bay Area Community College Consortium) for approval. After their approval, the Instruction Office will submit the application and all attachments to the State Chancellor's Office.
 - b. Transfer program applications and all attachments will be submitted by the Instruction Office to the State Chancellor's Office.

¹ AA-T and AS-T degree programs are exempt from these requirements.

² All items will be required in the State Application.