

Academic and Curriculum Committee

Program Proposal Checklist:

** All documentation must be delivered to the ACC Chair two weeks prior to a scheduled ACC meeting, both in hardcopy and electronically. **

A complete Program Proposal must include the following:

- A completed and signed Program Proposal Form – Appendix C
- A completed “Course Proposal Form” for each course proposed in the new program.
- In narrative format:
 - Purpose and Objectives for the program.
 - Suitability as indicated by licensing, certification or accreditation requirements; levels of educational development; career information and occupational outlook data.
 - Need as indicated by human resources and economic development targets; state, regional and local studies, including projections and surveys to determine student interest and demand for graduates by employers; and, if appropriate, statement from regional employers supporting the program.
 - 1) List all other providers of the proposed program in the area.
 - 2) Identify partnerships with other agencies in implementing the new program.
 - Economic Impact as indicated by Maine employment levels, attrition rates, growth rates, labor market supply and demand ratios, cyclical trends, technological developments, starting wages, potential for career advancement, and return on investment for the state.
 - Proposed Curriculum in table form, adhering to the format in the WCCC Catalog.
 - Catalogue program description, including program competencies and outcomes.
 - Admission criteria for students, prerequisites
 - Qualifications of instructors

The new program proposal will be introduced and discussed at the first scheduled ACC meeting following the submission of the above paperwork to the ACC Chair. The ACC requires two readings of all proposals. If the proposal is approved by a majority vote at the second meeting, the proposal will be forwarded to the President for final approval.