

Program Development

The Office of Curriculum guides and facilitates the development of new academic and workforce education programs (both credit and non-credit) at South Texas College. Department Chairs interested in developing a new credential should gain approval from their Dean before initiating the program development process. The Dean of each Instructional Division will provide the list of the certificates, degrees, and specializations that will be developed each academic year. For non-credit development, the Dean of Industry Training & Economic Development and the Dean of Continuing Education, Workforce Training and Economic Development will provide the list of potential non-credit certificates. An overall list of the Proposed Instructional Programs is maintained by the Office of Curriculum, with modifications approved by the Vice President for Academic Affairs.

Program Developer

For the credit side, the Dean will assign a Department/Program Chair or faculty member to serve as the Program Developer for any proposed degree. For the non-credit side, the Dean of Industry Training & Economic Development or the Dean of Continuing Education, Workforce Training and Economic will serve as the Program Developer, or assign a staff member from their area. The Program Developer is tasked with collecting information and conducting the research that is required for the program development process. The Program Developer must contact the Office of Curriculum in order to initiate the program development process. The Director of Curriculum will provide training to educate developers on the program development process. Information regarding deadlines and requirements will be communicated to the developers during the training. The complete program development process can generally take 1-2 academic years; Program Developers are advised to keep their target implementation date in mind and complete/submit the requirements in a timely manner.

Program Development Checklist

The Office of Curriculum maintains the Program Development Checklists for academic and workforce education programs. The checklists include the standards that new programs are required to meet in order to be approved for development. The Program Developer, in partnership with the Office of Curriculum, conducts the research necessary to complete the checklist. The Office of Curriculum reviews the completed checklist and assesses whether the proposed program meets the criteria to proceed with program development. In cases where the proposed program does not meet the criteria, the Office of Curriculum, in conjunction with the Office of the Vice President for Academic Affairs, provides recommendations regarding how the development can be strengthened. The recommendations are shared with all parties as applicable. A completed and approved checklist forms the basis of the Program Development Proposal.

Program Development Proposal

The Program Development Proposal is a multi-part document that includes the information to comply with the guidelines by the Texas Higher Education Coordination Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for all new programs. The Office of Curriculum works collaboratively with Program Developers to create the Program Development Proposal.

Program Proposals contain the following components:

| Workforce Programs | Academic Programs |
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| Program Development Approval Checklist | Program Development Approval Checklist |
| Curriculum Department Review | Curriculum Department Review |
| Program Development Checklist | Program Development Checklist |
| Program Development Summary | Program Development Summary |
| <ul style="list-style-type: none"> • Program Objective | <ul style="list-style-type: none"> • Program Objective |
| <ul style="list-style-type: none"> • Documentation of Workforce Demand (highly emphasized for workforce programs) | <ul style="list-style-type: none"> • Documentation of Program Demand |
| <ul style="list-style-type: none"> • Documentation of Student Demand | <ul style="list-style-type: none"> • Documentation of Student Demand |
| <ul style="list-style-type: none"> • Program Linkages and Opportunities for Further Education | <ul style="list-style-type: none"> • Program Linkages, Opportunities for Further Education, & Articulation Agreements (highly emphasized for academic programs) |

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| • Demonstration of Non-Duplication (Existing Programs) | • Demonstration of Non-Duplication (Existing Programs) |
| • Enrollment Projections | • Enrollment Projections |
| • Program Support | • Program Support |
| • Institutional Effectiveness | • Institutional Effectiveness |
| Enrollment Management Plan | Enrollment Management Plan |
| Student Survey Summary (for credit programs only) | Student Survey Summary |
| Instructional Costs and Projected Revenue | Instructional Costs and Projected Revenue |
| Proposed Curriculum, Course Descriptions, and Program Learning Outcomes | Proposed Curriculum, Course Descriptions, and Program Learning Outcomes |
| *Advisory Committee Membership | |
| Letters of Support | |

Program Developers for Workforce Education Programs should utilize the THECB's Guidelines for Instructional Programs in Workforce Education (GIPWE) as a resource. Program Developers for Academic Programs should utilize the THECB's Standards for Academic Associate Degree Programs as a resource.

***Advisory Committee Formation**

Institutions must establish an industry-based advisory committee for each workforce education program. If there is an existing advisory committee that would serve the discipline of the new development, then the existing advisory committee may be utilized. For programs that require the formation of a new advisory committee, the Program Developer should complete the following tasks:

- Study the GIPWE: Review the New Program Approval Process found in the Guidelines for Instructional Programs in Workforce Education (GIPWE), Chapter 5.
- Selection of Advisory Committee Members: Refer to "Effective Use of Advisory Committees" from GIPWE, Chapter 3, for guidance on the composition and the role the advisory committee plays. South Texas College requires advisory committees to meet at least two times per year. The program chair is responsible for organizing and maintaining the agenda, members' packets, sign-in sheets, and minutes for each Advisory Committee meeting. The point of contact for guidelines on advisory committee meetings is the Academic Initiatives and Project Officer from the Office of the Vice President for Academic Affairs.
- Curriculum Design: The Advisory Committee will structure curriculum upon industry standards, if available, and upon competencies identified; the members will vote on the final curriculum to be used for the program development.

Program Approval Process

The following individuals and groups at South Texas College must review and/or approve the Program Development Proposal and relevant documentation for approval:

- Advisory Committee (Workforce Education programs only)
- Program/Department Chair (if applicable)
- SACSCOC Liaison (Prospectus Review)
- Dean for Industry Training & Economic Development/Dean for Continuing Education and Workforce Development (if applicable)
- Vice President for Academic Affairs
- Division Curriculum Committee
- College-Wide Curriculum Committee
- Substantive Change Committee
- Academic Council
- Institutional Leadership Council
- Education & Workforce Development Board Committee
- South Texas Higher Education Regional Council/Local Workforce Development Board (Workforce Education programs only)
- STC Board of Trustees

After the proposed program has received approval by the Division Curriculum Committee, the Office of Curriculum will oversee the remainder of the program approval process and will submit the required documentation to the reviewers for review and/or approval. The Program Developer is expected to attend all committee meetings during which the new Program will be reviewed in order to share information about the proposed program and to address any questions or concerns that arise.

The development process usually takes about 6-7 months. The internal program approval process can take between 3-6 months. If revisions are recommended or required by the reviewers, the process may take longer. New programs that warrant the submission of a SACSCOC prospectus would have an extended approval process, due to the established deadlines for submission by SACSCOC. Thus, the overall time frame of developing a new award can be anywhere between 1- 2 academic years.

Submission to the THECB

Following the internal approval process, the Certification Form is submitted to the Texas Higher Education Coordinating Board (THECB). The THECB will post the application to the Coordinating Board website for 30 days for public comment. Colleges will receive notification of approval by the THECB 30-45 days after the comment period ends, provided there are no unresolved objections.

SACSCOC Notification

By February 1st of each academic year, the Director of Curriculum will communicate to the SACSCOC Liaison the list of new credit programs for which a Letter of Notification will need to be sent to the Southern Association of Colleges and Schools, Commission on Colleges. Programs that are deemed a significant departure, as per the Substantive Change Policy, will require SACSCOC approval prior to implementation. The SACSCOC Liaison will advise the Program Developer on the deadline and requirements for a prospectus to be submitted.

Submission to Department of Education

If the new workforce program includes a Level I or Level II Certificate, a notification must be submitted to the Department of Education to request approval for the certificate to be eligible for federal financial aid funding (Pell). The Director of Curriculum will submit this notification to the Office of Student Financial Services by the required deadline.