

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 2.0
Procedure Title: Establishing New Associate of Applied Science Degrees and Certificate Programs
Relevant Board Policy: [E.1.3 Core Curriculum and Degrees](#)
Originating Unit: Dean of Career and Technical Education
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: To establish guidelines for the development of new associate of applied science degree and certificate program.

II. Procedure Statement:

A. Initiating the Process. New associate of applied science degrees and new certificate programs may be initiated by members of the full-time faculty, program director/coordinator, or department chairperson through the department chairperson and appropriate dean, upon recommendation by the advisory committee, through the use of workforce data, or upon recommendation or request by the public (identified as “Initiator” in the attached flow chart).

B. Objectives:

1. To maintain the quality of degree and certificate programs.
2. To determine the validity of the need for a new educational program.
3. To encourage the admission of students who will benefit from these educational programs.
4. To supply the work force with individuals who have graduated from these educational programs.
5. To insure instructional programs of quality with the available finances.

C. Steps of the approval process for AAS Degree Programs and Certificates:

1. Initiator determines need in collaboration with the chair/coordinator.
2. An industry-knowledgeable consultant is hired to assist in the process.
3. Consultant helps identify advisory committee members for the proposed new program.
4. Two advisory committee meetings are held to determine skills needed for the proposed program curriculum. Curriculum Analyst assists with identification of courses to align with skills necessary for employment at the end of the program.
5. An industry survey is compiled and distributed to gather additional information needed for the AAS Pre-Application.
6. Student interest is measured for the proposed program.

7. Labor/Market data is collected and the AAS Pre-Application is completed (see attached).
8. Determine if there is a similar program at any of the Alamo Colleges. If yes, proceed to step 9. If not, proceed to step 10.
9. Review the new program with the Program Team for feedback.
10. Forward pre-application to the District Curriculum Committee (DCC) for review and recommendation to the Presidents and Vice Chancellors (P/VC) for action.
11. If approved, follow the attached flow chart to include any changes required by the process. Complete the appropriate forms for the DCC approval process (see attached forms).
12. Process forms through appropriate channels for signature and review.
13. Present proposed program to the College Curriculum Committee.
14. Proposed program is reviewed by the Vice Chancellor of Economic and Workforce Development.
15. Proposed program is reviewed by the District Curriculum Committee.
16. Proposed program is presented to the Alamo Colleges Chancellor and Board of Trustees.
17. Statement of Assurances is completed, signed and forwarded to the Texas Higher Education Coordinating Board (THECB).
18. Proposed program is posted for 30-45 day public review and comment.
19. Upon notification of approval by THECB, program is posted to E-Catalog and Banner.
20. Program is implemented and courses are offered.

Attachments:

Curriculum Coordination Process Flow Chart Course Revision Form
 Curriculum Coordination Cover Sheet Executive Summary
 Existing Course Form
 New AAS Degree Plan Form
 New Course Form
 Program Development Pre-Application Checklist

Issued: June 21, 2002

Approved: (signed: Ana M. Guzman)
 President

Revised: November 18, 2010

Dean of Career & Technical Education