# Program Change – Process

# Policy and Procedure

## **Purpose:** To ensure the integrity of the curriculum and programs at LCC, program changes will be approved through established processes that are inclusive and collaborative.

## **Procedure**: Changes that affect programs and certificates offered at LCC will follow the following process:

| **✓** | **Person**  **Responsible** | **Task** | **Notes/**  **Others working on this task** |
| --- | --- | --- | --- |
|  | Various | Identify need and rationale for a program or curricular change. |  |
|  | Faculty & Department | Discuss the need and make a plan to achieve the intended outcome. |  |
|  | Faculty Chair | Discuss plan and outcome with the dean. |  |
|  | Dean | Takes into consideration the implications of the change, including domestic, international and veteran student impact, advising, financial aid, and the program approval needs. |  |
|  | Faculty & Dean | Plan and intended outcome are taken to the Advisory Committee (as applicable) for input. |  |
|  | Faculty | Complete the Curriculum Committee proposal paperwork. |  |
|  | Faculty | Submit proposal to Curriculum Committee. |  |
|  | Curriculum Committee | If this is a new program/certificate or represents significant changes in a current program/certificate, Curriculum Committee minutes will reflect that additional approvals are needed before the program change may be implemented. |  |
|  | Dean | Assign the CIP code for new programs. If this is a new program/certificate or represents significant changes in a current program/certificate, the Curriculum Committee minutes will reflect that additional approvals are needed before the program change may be implemented. | In collaboration with accreditation liaison, workforce director, financial aid director, and registrar. |
|  | Vice President of Instruction | Approves Curriculum Committee actions regarding the program change. |  |
|  | Dean or designee | Complete State Program Approval Request (PAR). |  |
|  | Dean or designee | After PAR is processed, any specialized accreditation approvals are sought. |  |
|  | Dean or designee | Verify the NWCCU notification and process with the LCC Accreditation Liaison. |  |
|  | LCC Accreditation Liaison | When NWCCU approval has been received, notifies the VPI, dean, financial aid director, workforce director, registrar, and Curriculum Committee Administrative Assistant. |  |
|  | Curriculum Committee Admin Assistant | Track the following as they are completed:   * Financial aid will notify DOE if needed. * Workforce director will update the ETP list if needed. * Registration will assign (or delete) the appropriate intent code as needed. * Workforce dean administrative assistant will update the SBCTC inventory and Curriculum Guide as needed. * Dean will verify the degree is listed on the state degree inventory as appropriate. |  |
|  | Curriculum Committee Admin Assistant | Place the change in the catalog for publication. |  |
|  | Curriculum Committee Admin Assistant | Notify the following: VPI, dean, student services, financial aid, advising, workforce director, registration, Effectiveness & College Relations office. The notification will include the “start” or “end” date (year/quarter). The completion of the required approvals for the program change will be placed on the next Curriculum Committee agenda as an “informational item.” |  |