

How to Fill Out the New Program Form

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Before You Start

- Be sure you are familiar with all of the requirements before you enter information. While you can save as you go, having the elements ready ahead of time will help to ensure a complete proposal.
- Factor in time for collaborations and interacting with stakeholders, as well as time for your dean to review the proposal.
- BAS development - please contact curriculum@lanecc.edu before working on a BAS proposal.
- Make sure you understand the annual curriculum cycle and due dates.

Know your audience

Program proposals are reviewed by many people, including colleagues on the Curriculum Committee, your dean, an AVP, the VP of Academic Affairs, and the Lane Board of Education. After college review, the proposal is reviewed by the Higher Education Coordinating Commission's office of Community College and Workforce Development and then by the full commission. Your audience is unlikely to understand the industry, possible occupations, or certifications/credentials.

When creating your proposal:

- Write for non-industry peers
- Avoid industry jargon
- Spell out acronyms the first time they appear in your proposal
- Provide explanations along with any data elements or charts

Do these things before you work on your proposal:

- **Collect local and regional industry data.** The state requires, at minimum, inclusion of an [Occupation Profile](#) for Lane County from the Oregon Department of Employment. Other data and information is important to present as well. Need help? Contact curriculum@lanecc.edu for assistance.
 - If the Occupation Profile is missing any data, or you cannot find jobs related to your program, you will need to work with local industry partners to fill out and submit the [Supplemental Occupation Profile form](#) (one or the other is *required*).
- **Submit revised course forms**
 - Are there courses that will be in this program that need revisions? Be sure to submit any course revision proposals before submitting a program proposal.
- **Submit new course forms**
 - Are you adding any new courses to this program? New course proposals must be in the CMS in order to add them to your program proposal.
- **Make a list of Advisory Committee members.** This list is required by the state.
- **Make a copy and fill out the [Program Requirements](#) document,** which is the list of required courses and other program info that will eventually be entered into the catalog.

Form Fields

Entering program requirements is not intuitive. Before you use this form, contact the Curriculum Team (curriculum@lanecc.edu) for training and to map out the timeline and estimated program launch date.

	Required (Y/N)	Notes
Division/Department	Y	Dropdown list
Add Collaborators	N	Add any colleagues who will be assisting with the proposal. Collaborators will be able to edit, save, and send proposals.
Program Name	Y	Program Name is the official title that will be submitted to the state and will be printed on students' transcripts. Examples of program names • <i>Applied Business Management, BAS</i> • <i>Early Childhood Education, AAS</i> • <i>Dental Assisting, 1-yr Certificate</i> • <i>Drafting for Residential Construction, CPC</i> • <i>Wildland Fire Management, Certificate of Completion</i>
Program Award Type	Y	Collaborate with the Curriculum Team to determine award type; AS degrees must be developed collaboratively with a university, generally UO or OSU These are the possible types of awards: 1) Associate of Applied Science (AAS) 2) Associate of Science (AS) 3) Bachelor of Applied Science (BAS) 4) Certificate of Completion (2-yr, 61-108 credits) 5) Certificate of Completion (1-yr, 45-60 credits) 6) Certificate of Completion (short-term, 12-44 credits) 7) Career Pathway Certificate (12-44 credits)

	Required (Y/N)	Notes
Is this a BAS program?	Y	This question allows for submission of the unique reports required by the state for BAS program proposals, which have two phases with a 90-day waiting period between the phases. BAS proposals must come through the approval process twice: once for the Statement of Need and another time for the final proposal.
Will this be a related or standalone program?	Y	Related programs are those with a parent program, which means that all courses in the “child” program are fully embedded in the parent program. To be a parent program, a program must have a minimum of 45 credits. Standalone programs do not have a parent program. There may be reasons for choosing one or the other type; see the Curriculum Team for help making a determination.
Effective Term and Year	Y	Enter term name & academic year (Ex: Spring 2025). If approved through the college’s approval process by December, most new programs will be approved by the state no later than April and will be listed in the next academic year’s catalog.
Target population	Y	Required by the state; briefly describe the population of students expected to be interested in this program
Student Estimate	Y	Required by the state; give a best guess as to number of students expected in the first year of the program
CIP Code	Y	Classification of Instructional Program code is required for CTE programs; include one 6-digit code that best represents this program’s content. Example: 25.0101 Library and Information Science.
Career Area	Y	Required by the state (view state information about career areas); select one from the dropdown menu. 1. Agriculture, Food & Natural Resources Systems 2. Arts, Information and Communications 3. Business and Management 4. Health Sciences 5. Human Resources 6. Industrial and Engineering Systems
Program Description, Credits, and Contacts	Y	Enter the following: 1) Description: Brief description indicating what the program is about and what students will learn

	Required (Y/N)	Notes
		2) Program total credits; include prerequisite credits if applicable. Ex: 90 credits (prerequisites: 45 credits) 3) Contacts - <i>use this order and include links to general advising and cooperative education</i> • Offered by [department name] • Program Coordinator: [first name] [last name] email@lanecc.edu • Academic Advising; 541-463-3800; academicadvising@lanecc.edu • Cooperative Education
Program Requirements (what shows up in the catalog) Contact the Curriculum Team (curriculum@lanecc.edu) to help enter this section into the form	Y	Program Requirements will be listed in the following order (make a copy of this template on How to Enter Program Requirements and fill out the information, then work with the Curriculum Team to get the information entered correctly in the form): • Cost • Program Learning Outcomes • Admission Information - <i>if applicable</i> • Program Requirements ◦ Prerequisites - <i>if applicable</i> ◦ General Education - <i>if applicable</i> ◦ Program Core Courses ◦ Electives - <i>if applicable</i> • Footnotes - <i>if applicable</i> • Notes - <i>if applicable</i> • Licensing/Certification/Accreditation - <i>if applicable</i>
Will any portion of this program be available via distance education?	Y	This information is required for accreditation. Mark "Yes" if even just one course can be taken fully online.
Will the program be available face to face?	Y	This information is required for accreditation. You may have face-to-face and online options. Mark "Yes" if students can complete the program in person.
Rationale	Y	Describe: • Why is this program important to the community? • How will this program attract a new student population (avoid program overlap)?

	Required (Y/N)	Notes
Respond to State Standard A	Y	Required for CTE programs. The community college provides clear evidence of the need for the program. See pp. 76-80 of the Oregon Community College Policy and Process Book for information about the Standards. See also CTE Oregon Skill Sets and O*NET . Put N/A if this is a proposal for an Associate of Science degree.
Is this a standalone certificate, AAS, or Career Pathway Certificate?	Y	If "Yes," at least one Lane County Occupational profile is required for these award types to indicate job viability for this program. Upload Lane County Occupational Profiles from qualityinfo.org . If there is insufficient data, or specific jobs do not exist for this program (e.g., if there are many different types of jobs across multiple industries), then you must create a Supplemental Occupation Profile in collaboration with local industry partners. Download Supplemental Occupation form (if needed).
Respond to State Standard B	Y	Required for CTE programs. The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies. See the Oregon Community College Policy and Process Book for information about the Standards. See also CTE Oregon Skill Sets and O*NET . Put N/A if this is a proposal for an Associate of Science degree.
Respond to State Standard C	Y	Required for CTE programs. The community college is aligned with appropriate education, workforce development, and economic development clusters. See the Oregon Community College Policy and Process Book for information about the Standards. See also CTE Oregon Skill Sets and O*NET . Put N/A if this is a proposal for an Associate of Science degree.
Respond to State Standard D	Y	Required for CTE programs. The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies. See the Oregon Community College Policy and Process Book for information about the standards. See also CTE Oregon Skill Sets and O*NET. Put N/A if this is a proposal for an Associate of Science degree. In addition to responding to the state standard, include the following as part of this section (required for NWCCU approval): Instructional methods used in program: Provide a description of methods of instructional delivery (i.e., type of delivery

	Required (Y/N)	Notes
		including percent of face-to-face, hybrid, distance delivery, and/or competency-based) that will be used in this program.
Respond to State Standard E	Y	Required for CTE programs. The community college identifies and has the resources to develop, implement, and sustain the program. See the Oregon Community College Policy and Process Book for information about the Standards. See also CTE Oregon Skill Sets and O*NET. Put N/A if this is a proposal for an Associate of Science degree. Include the following information: 1) Describe the resources required (or needed) to develop, implement, and sustain the program 2) Describe the provision for physical facilities and equipment
Staffing impact	Y	Indicate whether current staffing is adequate or whether more staff is required to run the program effectively
Financial and Budget Analysis	Y	Indicate any additional costs, equipment, or resources needed to run the program effectively Additionally, complete a Budget sheet (NWCCU) - Make a copy and fill out; attach completed budget sheet to this proposal form.
Assessment Plan and Learning Outcomes	Y	Reach out to the Assessment Coordinator to complete the following tasks: 1) Review Program Learning Outcomes (PLO) 2) Develop a plan for assessing student learning outcomes 3) Include a description of the assessment plan (required for NWCCU approval)
Discuss Resources with Your Librarian	Y	Reach out to your liaison librarian to notify them of the program proposal. Provide a brief statement regarding the following (required for NWCCU approval): 1) Describe the adequacy and availability of library and information resources 2) Describe any library and information literacy instruction to be embedded in the program
Financial assistance available to students	Y	Required by the state; check all that apply. Generally, programs 45-credits or more are eligible for federal

	Required (Y/N)	Notes
		aid. All programs will be eligible for the Workforce Innovation Opportunity Act.
Attach a list of Advisory Committee members	Y	Required by the state; CTE programs must have an advisory committee
Attach additional documentation	N	Accepted file types: .pdf, .txt, .log, .xml, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .gif, .jpg, .jpeg, .png, .csv