

*Northern Essex Community College  
Academic Affairs Committee  
Program Proposal Guidelines*

**All Program proposals must be submitted on the latest version of the Program Proposal Form**

<http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/Program-Proposal-form.doc>

**Submission deadlines for all program proposals are October 15<sup>th</sup> and March 15<sup>th</sup>.**

The committee will make every attempt to review all proposals submitted by the posted deadline by the end of the corresponding semester. Implementation of the new or revised program will be at least one (1) year following the semester of approval. Program revisions must be implemented in the first semester of the program. Late or incomplete submissions on will cause a delay in implementation.

**For minor program revision or program publication updates**

A new simplified program revision form is available and **can only** be used for:

- course sequencing changes
- minor editing of typographical errors in publications or website
- program description changes with no change in credits

The simplified form may **not** be used if:

- there are changes in pre-requisite or co requisite courses within the program
- there are changes in the length or start and end dates of the program
- there is any impact on other programs/options or departments in the college
- there is any impact on current transfer agreements

The Minor Program Revision form can be found

<http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/Minor-Program-Revision-Form.docx>

### **Completing the Form**

The information requested is needed to fully evaluate the viability of a program and ensure the accuracy of academic advising and college publications. The explanations should be clear and concise. It is important that a reader who is unfamiliar with the program and the college will understand it. **If the proposal form is incomplete or the signatures are missing, it will be returned to the proposer and will cause a delay in processing and implementation.**

**Page 1 of the Program Proposal form and the CAPP form must be completed in their entirety for all proposals.** When completing the CAPP form; for revisions, current information as published on the NECC web site is inserted on the left side. **All** information must be included on the right side with changes indicated in **bold**. For new programs only the **left** side must be completed.

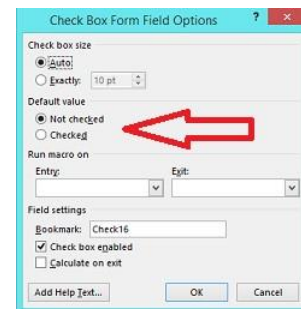
- For New Programs or Certificates:
  - Sections **A – I** must be completed in their entirety for **all programs**.
  - Sections **J & K** are also required for all program **revisions/reactivations**.
- All new or revised **Certificate Programs** must be reviewed and **signed** by the Director of Financial Aid before submission to the AAC. Proposers should contact Alexis Fishbone, [afishbone@necc.mass.edu](mailto:afishbone@necc.mass.edu) for assistance.

### Assistance

If you have any questions about completing forms or about other committee procedures please contact committee members from your division or the committee chair, Patricia Willett [pwillett@necc.mass.edu](mailto:pwillett@necc.mass.edu).

### Formatting

All forms posted on the AAC website are formatted in MS Word. Please do not change the formatting of the forms. On all forms: to check or uncheck a box, please double click on the box, a window will open and you should change field options to "checked" or "not checked" and click on **OK**.



### High Cost Program Fees

The high cost course fee is assessed on specific courses based on those that require a lab component, special equipment, technology, specialized software, or additional personnel, such as laboratory technicians or clinical coordinators, to support instruction. All health courses are assessed a fee. There are three additional levels of fees that may be assessed, depending on the expenses involved in a course: these rates are \$5, \$10, and \$15 per credit. If the course is an Online or Hybrid course that is NOT on the High Cost Course list, then that course will be charged a Level 1 High Cost Program Fee of \$5.00 per credit. If the Online or Hybrid course is on the High Cost Course list, then the course will be charged the fee as it appears on the list.

The high cost course listing can be found on the website;

<http://www.necc.mass.edu/getting-started/cost-of-attendance/>

### Major Restrictions/Criteria Based Program

If program is a criteria-based program, defined as a program with special admissions requirements, that designation must be identified on page 1 of the form and noted at the end of the program description.

### Department of Higher Education

All new degree programs, certificates having more than 29 credits, program inactivations and program name changes must be submitted to the DHE. After all NECC approvals have been completed the application to the DHE will be completed by the office of the VP of Academic and Student Affairs. More information on Department of Higher Education requirements can be found at;

<http://www.mass.edu/forinstitutions/academic/documents/publicprogramapprovalguidelines.pdf>

## **Program Designations**

### **Degrees:**

Associate in Science  
Associate in Arts  
Associate in Applied Science

### **Certificates:**

Certificate Program (CT) minimum of 30 or more credits. All new or revised certificate programs must include ENG 101 English Composition I in the required curriculum (more than 29 credits must be approved by the DHE)

Certificate of Completion (CC) up to 29 credits

**Note:** A minimum of 16 credits is required to meet financial aid eligibility for all certificates.

**Note:** Special Topics courses may be used as program electives but may **not** be used to meet program requirements & **may not** be designated as a program requirement.

## **Program Descriptions**

Program descriptions should identify the overall purpose of the program. The minimum number of credits required for graduation must be listed at the end of the description. Additional requirements such as CORI/SORI/CHRI, Drug/Alcohol Testing, minimum grade requirements, and additional admissions criteria should be noted following the program description.

### **Core Academic Skills** (question A2)

New and revised programs must include a plan to include the Core Academic Skills into the curriculum. CAS recommendations for elective courses should be identified in the comment section of the CAPP form. <http://facstaff.necc.mass.edu/faculty-resources/program-review-outcomes-assessment/core-academic-skills/>

- **Program Outcomes** (question A3)

Program outcomes must be included on the form.

Student Learning Outcomes (SLOs) for an academic program or course are defined as the knowledge, skills, or behaviors that the students should be able to demonstrate upon completion. For assistance with developing outcomes proposers are advised to contact Suzanne Van Wert [svanwert@necc.mass.edu](mailto:svanwert@necc.mass.edu)

### **Special Topics Courses**

Special Topics courses may be used as program electives but may **not** be used to meet program requirements & **may not** be designated as a program requirement.

### **Job Market Survey** (question B)

- This survey must be completed for all new or reinstated certificates and new associate degree programs.
- This survey must comply with current Federal Financial Aid “Gainful Employment” regulations as well as Massachusetts Department of Higher Education requirements and should include:
  - Information to support determination of the need for the program by describing how the institution determined the need for the program and how the program was designed to meet local market needs, or for an online program, regional or national market needs.
  - Any wage analysis the institution performed, including any consideration of Bureau of Labor Statistics (BLS) data related to the program.
  - How the program was reviewed or approved by, or developed in conjunction with, business advisory committees, program integrity boards, public or private oversight or regulatory agencies, and businesses that would likely employ graduates of the program.
  - Any requirements from state licensing boards or accrediting agencies. These guidelines can be found at <http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/New-Certificate-Checklist-Financial-Aid.pdf>

### **Accreditation** (question C)

If the program is accredited or will apply for accreditation by an outside agency, the accrediting agency must be identified. A brief description of the accreditation process and current status must be included.

### **Consult with other departments** (question D)

If the program under review or revision will have an impact on other departments it is important to contact the department chair and dean of the affected area so that any impact can be evaluated. Signatures must be obtained from all departments/areas affected.

### **Transfer and Articulation** (question E)

All proposals must include specific information regarding transfer and articulation. Contact Grace Young [gyoung@necc.mass.edu](mailto:gyoung@necc.mass.edu) for assistance with evaluating the transferability of any courses or evaluation for program transfer and articulation. Documentation of transfer evaluation must be submitted with the proposal (A copy of the email communication is sufficient). New academic programs must conform to the terms of the Mass Transfer Policy

and the “Mass Transfer Block”. <http://www.necc.mass.edu/academics/support-services/transfer/transfer-programs>

### **Submission Process**

**Once the form is complete and approved by your department and supervising Dean**, send the form, sample syllabus and any other supporting documents to the Committee Administrative Assistant Jane Bailey, [jbailey@necc.mass.edu](mailto:jbailey@necc.mass.edu) and all required signators on the proposal form. When obtaining electronic signatures, the proposer should instruct all signers to send an email to the originator of the proposal to indicate their approval and authorizing the use of their electronic signature with a cc to Jane Bailey. **All signatures must be obtained before any proposal will be reviewed.**