

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 1.0.1 ACTIVATION OF ACADEMIC PROGRAMS

Policy #:	I – 1.0.1
Effective:	July 2005
Revised:	October 2008
Responsible Dept.:	VPISS

Purpose

To ensure academic programming decisions are made with input from appropriate advisory and decision-making college constituents and that all stakeholders are notified of programmatic changes in a timely manner.

Policy

The office of the VP for Instruction and Student Services (VPISS) is responsible for ensuring all new academic programming development follows Virginia Community College System (VCCS) policy (Table 5.3) approval and/or notification processes. In addition, this office is responsible for ensuring all academic and student services units are aware of new program offerings.

Procedure

1. Faculty who wish to develop new academic programs consult their respective division dean to review VCCS (Table 5.3) and college procedures (listed below).
 - a. Faculty wishing to develop a career studies certificate or a specialization within an existing degree collaborate with the dean to formulate an “Advisory Board” of non-college community experts to assist in the development of a curriculum of study.
 - b. Faculty wishing to develop a Certificate or AAS degree collaborate with the dean to formulate an “Advisory Board” of non-college community experts to assist in the development of a curriculum of study. In addition, these faculty must follow and complete the VCCS new program guidelines and must follow and complete the VCCS new program guidelines and checklist.
 - c. Faculty wishing to develop a “transfer degree” (AA or AS) must follow and complete the VCCS new program guidelines and checklist and collaborate with the division dean and four- year schools to ensure transferability of the curriculum.
2. Upon completion of requirements for new program development, the respective academic dean will present the new program materials to the V.P of Instruction and Student Services (ISS) group for review. This is done to ensure all VCCS requirements have been met and are clearly articulated and to determine if the

new program constitutes a “substantive change” that must either be reported/ approved by the Southern Association of Colleges and Schools.

3. If it is determined that the new program does constitute a “substantive change,” the VPISS will provide the required documentation to the Director of Institutional Research, Planning and Institutional Effectiveness (who serves as the college’s SACS liaison) for submission to SACS.
4. After ISS review, the developing faculty present the request for the new program to the college’s Curriculum and Instruction (C&I) Committee for review and approval for recommendation to the President’s Staff. For non-transfer programs, material presented to the C&I Committee must include documentation of curriculum advisory committee review.
5. After approval by the C&I committee the proposal is presented to the President’s Staff by the VPISS. Along with the C&I proposal form, a completed VCCS 102 – Request for New Curriculum should accompany the proposal.
6. After approval by the President’s Staff the proposal is presented to the College Board.
7. After approval of the College Board, VPISS will:
 - a. Notify VCCS of new career studies certificates and new specializations.
 - b. Send new certificates and degree programs to VCCS for review and approval. Upon approval, VCCS will forward to State Board of Community Colleges and SCHEV as necessary.
8. When final approval is received for a new program or specialization of a program that does not require SACS approval as a substantive change, the following procedures will be followed to ensure that all appropriate departments are made aware of this information. All staff involved are aware of the necessity for quick response to this information.
 - a. The VPISS’ office will inform the appropriate Division Dean and prepare and send a curriculum sheet to the division office, the Welcome and Counseling Centers, and Financial Aid.
 - b. Division Administrative Assistant will ensure that all courses in the new curriculum plan are included in the PeopleSoft course catalog, and will inform the VPISS’ office when this is complete.
 - c. VPISS’ office will inform the Registrar’s Office of new program and plan code. (If program is a career studies certificate, registrar will assign plan code and inform VPISS’ office of plan code.) Registrar’s Office will ensure that:
 - 1) Web application is updated;
 - 2) Academic Plan Code is entered into PeopleSoft; and
 - 3) Advisor(s) is assigned to new curriculum plan.

- d. VPISS's office will add the new program to the PeopleSoft database using the notification date as the effective date.
 - e. VPISS's office will add program to program review schedule.
9. When the VPISS' office receives notification of SACS approval for programs of substantive change, the procedures listed in #8 will be followed.