

Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policy

I – 75.0 New Instructional Program Development

Effective Date: September 2008

Last Revised: March 2026

Responsible Dept.: Vice President of Academic Affairs and Workforce Development

1. Purpose

To establish criteria and procedures for the development and implementation of new instructional programs.

2. Policy Statement

The faculty, in collaboration with the division dean, are responsible for new instructional program development. Programs are developed based on data that support need and sustainability. New instructional programs are approved by the College's Curriculum and Instruction Committee, the College President, and the local College Board. Approval may also be required from the VCCS and SCHEV. New instructional programs should be reviewed by the Director of Financial Aid and the Associate Vice President of Institutional Planning and Research for financial aid and accreditation notifications.

3. Definitions

N/A

4. Applicability

This policy applies to all faculty and staff developing instructional programs.

5. Responsibilities

The Office of the Vice President of Academic Affairs and Workforce Development is

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responsible for the implementation of this policy.

6. Procedures for Implementation

The decision to create a new instructional program should consider decisions about whether a program aligns with the mission of the College, whether the program offers the best use of college resources, and whether the program benefits the students and faculty at the College. The following procedures should be followed.

- a) Identify a local educational or occupational need that is not being met. New programs should be proposed in response to an identified need in our community.
- b) Consult with the Vice President of Academic Affairs and Workforce Development early in the process.
- c) Decide what type of new program best meets the identified need (degree, certificate, credit program, non-credit program).
- d) Determine the knowledge and skills needed. Determine if there is a state, national, or industry curriculum required by an external accrediting body. Conduct WorkKeys or DACUM analysis.
- e) Create and gather input from a curriculum advisory committee.
- f) Conduct a cost/benefit analysis and determine sources of funding. Estimate costs including full-time and part-time faculty, equipment, space needs, marketing, accreditation, and library materials. Estimate revenue from tuition and fees and engage with local businesses and industry to assist in funding as needed.
- g) Develop the curriculum. Utilize faculty and the curriculum advisory committee. Determine any credentialing/licensure requirements for employment. Develop student learning outcomes and identify required courses and sequencing.
- h) Document the need for the proposed program. Gather student interest from surveys and letters of support from business and industry and from the curriculum advisory committee.
- i) Create implementation timeline and gather necessary recommendations and approvals including recommendations from the Faculty Senate, College Senate, and approvals from the Curriculum and Instruction Committee, College President, College Board, VCCS, and SCHEV (if applicable). Notify financial aid and Institutional Planning and Research for official notifications to SACSCOC and Department of Education (DOE). Place the new program into the College Catalog and Student Information System.

7. Sanctions for Violation of Policy

N/A

8. Other General Information

N/A