

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Policy #: 710	
Effective Date: November 13, 2014	

Subject: PROGRAM APPROVAL	Original Issue Date: January 21, 2010	Approved by: (Signature on File) Provost, College of Nursing & Allied Health
	Supersedes: January 21, 2010	
Committees Consulted: College Administration	Reviewed & Approved by: College Planning	

PURPOSE:

To provide guidelines for approving a new academic or nonacademic program

Definition:

Academic Programs: Degree or certificate granting programs whose primary function is to deliver instruction or directly enhance student learning. This includes library services and other programs that support student academic growth.

Nonacademic Programs: Programs that indirectly support student learning but do not deliver instruction. These include Financial Aid, Clinical Affiliate Administration, and Office of Educational Services.

POLICY:

The decision to initiate a program shall include consideration of criteria such as:

- Community needs assessment and support
- Department of Health Services (DHS)/LAC+USC Medical Center/student need for program services
- Alignment with mission and goals
- Sufficient resources to establish and maintain service
- Impact on faculty and staff
- Accreditation or credentialing requirements
- Level of approval required

The College adheres to regulatory agency requirements and submits proposals within specified time frames.

PROCEDURE:

College administration will meet to discuss the recommendation, rationale, impact, and plans for program initiation.

Program director/designee will develop program proposal including:

- Description and rationale for proposed program
- Evaluation of alignment with College mission
- Community/DHS/ LAC + USC Medical Center needs assessment (workforce demand)
- Projected initial and ongoing enrollment
- Budget, resource needs and costs:
 - Administrative, faculty, and support staff – number needed and qualifications

Subject:

PROGRAM APPROVAL

- Classroom, office, and laboratory space
- Clinical placement
- Equipment and supplies
- Library and other learning resources
- Curriculum
 - Course content outline and units/hours
 - Admission criteria/prerequisites
 - Criteria for progression/completion
- Performance assessment measures
 - SLOs – developed in consultation with content experts

Provost/Divisional Dean/designee will:

- Notify/obtain approval from the following as indicated:
 - Divisional Dean/Director
 - College Administrative and Planning committees
 - College administration, faculty, and staff
 - College Board of Trustees
 - LAC + USC Medical Center /DHS administration
 - Los Angeles County Board of Supervisors
 - U.S. Department of Education
 - Accrediting Commission of Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC)
 - California Board of Registered Nursing (BRN)
 - Other regulatory agencies
 - Other interested stakeholders, DHS facilities, Alumni
- Submit Substantive Change Proposal to the Committee on Substantive Change of the ACCJC no later than two months prior to next scheduled committee meeting, as directed
- Submit proposal to BRN a minimum of three to six months prior to date of intended program initiation, as directed. (School of Nursing only). Proposal will include:
 - Description of proposed program/curriculum change
 - Reason for program initiation
 - How the program will improve education of nursing students
 - How the program will affect clinical facilities utilized.

PROCEDURE DOCUMENTATION:

ACCJC: WASC Substantive Change Proposal
 BRN Curriculum Revision Proposal

REFERENCES:

ACCJC: WASC Substantive Change Manual
 BRN: Curriculum Revision Guidelines
 BRN: Guidelines for Closure and/or Re-Opening of a Board-Approved Nursing Program

REVISION DATES:

November 13, 2014