

PALO ALTO COLLEGE COLLEGE PROCEDURE

Procedure Number: I 2.0
Procedure Title: Establishing New Associate of Applied Science Degrees and Certificate Programs
Relevant Board Policy: [E.1.3 Core Curriculum and Degrees](#)
(Board Procedure)
[E 1.3.2 Family Sustaining Wage Threshold](#)
Originating Unit: Dean of Career and Technical Programs
Maintenance Unit: Vice President for Academic Success

- I. Purpose: To establish guidelines for the development of new Associate of Applied Science degrees and new certificate programs. This process, developed by the Deans for Academic Success from all five colleges, supports the college's agility to respond to the needs of industry and address the community's labor market development.
- II. Procedure
 - A. Initiating the Process. New Associate of Applied Science degrees and new certificate programs may be initiated by full-time faculty members, program directors/coordinators, and department chairpersons or on the recommendation of the advisory committee or the College President.
 - B. Steps in the approval process for new A.A.S. Degree Programs and Certificates:
 - 1. Preparation Phase and Pre-Application Phase
 - 2. Review and Comment Phase
 - 3. Curriculum Review Phase
 - 4. Strategic Leadership Team Presentation
 - 5. Chancellor/Board of Trustees Presentation
 - 6. Texas Higher Education Coordinating Board (THECB) Submission
 - 7. New Program Implementation

Each of these steps is detailed in the attached "Procedure for Program/Award Development."

Attachments:
Procedure for Program/Award Development

Issued: Revised: June 21, 2002
Revised: November 18, 2010
Date Updated/Approved: June 16, 2026

Approved:

(signed: Lisa Juarez)
Vice President of College Services

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President

Procedure for Program/Award Development		
Section 1	Program Development	Action
Step 1	Preparation Phase and Pre-Application Phase	• Create an initial timeline for program design, review, all approvals (College, Board of Trustees, THECB, SACSCOC, others), and implementation. • Note: If the program duplicates an existing Alamo Colleges program, review the Process for Duplicate Programs in Section 2 below. • Colleges Subject Matter Experts (SMEs) will independently begin the Preparation Phase and pre-application phase: • Review Chapter 5 in the <i>Guidelines for Instructional Programs in Workforce Education (GIPWE)</i> for the THECB's new program approval process and requirements. • Determine if a Substantive Change prospectus is needed. ▪ Determine CIP, SOC code and industry recognized credentials if applicable. • Send planning notification to the THECB and receive Coordinating Board labor market information for the proposed program CIP code. • Conduct Market Analysis to ensure new program vitality. Include labor/market data, an Industry Survey, and a Student Interest Survey. • Determine the expectation that this program would allow graduates to earn a Family Sustaining Wage as prioritized in Board Procedure E 01.03.02. • Determine Awards to be developed (GIPWE, Chapter 5) - o i.e., - Associated of Applied Science, Level 1 and/or Level 2 stackable certificates.

		- o NOTE: Financial Aid will not pay for awards that are less than 16 SCHs in length. • Prepare preliminary budget for Program and conduct Return on Investment (ROI) analysis in collaboration with District Support Office (DSO) • Establish a Program Advisory Committee and schedule an initial meeting. • Complete curriculum development. • Demonstrate how various modalities and parts of term will be used to accelerate students' pathway. - o Flex terms, Online, Hybrid etc. • Program MUST provide clear stackable pathways including credit for prior learning toward certification and degrees, which include the attainment of industry credentials, such as badging, and micro-credentials, as well as relevant transfer pathways that lead to family sustainable wages. Each program must contain all options. • Send a Letter of Intent, signed by the college President, to the Higher Education Regional Council and the Local Workforce Development Board, to apply for a new workforce education program.
Step 2	Review and Comment Phase	• College Leadership: - o Program Dean and SME presents to College Leadership: President, Vice President for Academic Success review the program as developed and provide feedback within 10 days of presentation - o Approval from the President is required for further program development. • Work Force Deans Council: - o After approval of College Leadership, Program Dean and SME present program to Workforce Deans Council at which time: § 10-day Review and comment period begins, § Comments/suggestions will be collected by the Council Chair, who will then provide the feedback to the program Dean. § The program Dean will bring this feedback to the respective college for consideration.
Step 3	Curriculum Review Phase	• Program SME will present to the College Curriculum Review Team made up of Faculty from the College. - o The College Curriculum Review Team may approve, reject, or ask for revisions of the new program proposal based on their understanding of the proposed curriculum and viability from previous process steps. • After approval by the College Curriculum Review Team, the Program will be presented to Alamo Colleges Curriculum Council (ACCC).
Step 4	Strategic Leadership Team Presentation	• College President, VP for Academic Success, Dean, and SME: - o Present New Program Proposal according to the presentation format provided by the Strategic Leadership Team (SLT) and provide supporting documents as required by GIPWE and the following: § Return on Investment (ROI) § Business Plan § Market Analysis § Advisory Committee Minutes § Curriculum Review

Step 5	Chancellor/Board of Trustees Presentation	• After presentation and review from SLT, the Program Dean provides the College's President with final program curriculum and all documentation for review: - o College President communicates to SLT that the final plan is ready to be placed on the Board Meeting agenda. - o Presentation to Chancellor and Board of Trustees - o President, program Dean or designee, and Program Development Team presents new program proposal. • Board Approval
Step 6	Texas Higher Education Coordinating Board (THECB) Submission	• College THECB submission: - o Each College's designated point of contact to the THECB will upload the new program submission into the THECB portal. - o The THECB reviews the proposed new program and notifies the college of its decision within 30-45 days.
Step 7	New Program Implementation	• Program Dean will follow up to ensure the following tasks are completed for implementation. • The college forwards THECB's approval email to the ACCC for final actions, and other program approvals (THECB, SACSCOC, program accreditors). • ACCC will: - o Provide final approval to E-Catalog team for update. - o Notifies Banner Office to ensure appropriate updates are made - o Center for Student Information (CSI) will: - o Assign a major code - o Place new program in Apply Texas - o Crosswalk courses between CE and credit - o Establish appropriate credit and grade assignments for CE courses that have been cross walked with a credit course - o Input info in Eligible Training Providers List (ETPL) • College will: - o Inform Student Success Team (Enrollment Management, Records and Registration, Advising) of new program - o Update College Website - o Workforce Innovation & Opportunity Act (WIOA) submission - o Allocate budget/function for Recruitment, Advising/Enrollment, Marketing & Promotion of Program - o Process requests for special fee approval by the Board of Trustees if action was not previously approved by the Board of Trustees.
Section 2	Process for Program Duplication	• When a clear and demonstrable need arises, duplicate or similar programs should be implemented to better serve the Alamo College District community and industry partners. • When duplicating programs, the following protocols will guide the process: - o The Dean for Academic Success representing the college proposing a duplicate program will collaborate with the existing program's college Dean to prepare a market analysis and review placement data for the existing program to determine the need for duplication. - o If the Deans agree that duplication is warranted, this recommendation will be shared with their respective VPASs and Presidents.

		- o If the Deans do not agree that duplication is warranted, they will report this outcome to their college Presidents. The college Presidents will determine the next course of action. - o If duplication is approved, the college proposing the new program will work to ensure that the action items in Step 1 are adequately addressed and a compelling need to duplicate the program is demonstrated prior to proceeding to Step 2. • Upon approval by the Board (Step 5), the colleges will collaborate (within the framework of accrediting body standards) to ensure successful implementation of the new program and ensure the growth of both programs and their ability to serve the needs of both community and industry partners.
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