

Aims Community College Procedure
Academic Affairs
New Program Development and Review of
Existing Programs

Purpose Statement

Aims Community College regularly assesses the feasibility of new, and reviews its current, academic offerings to ensure the needs of students and the community are being met. The following procedure addresses the process for creating new programs, the review of existing programs, revisions of existing degrees and certificates, and the process for closing programs.

I. Development of New Programs

The process for creating new programs at Aims Community College is highly collaborative in nature and must follow a detailed set of steps. The following provides an overview of both the internal and external processes which must occur before a program can be officially approved and offered.

A. Internal Process

1. The Aims Community College Curriculum Committee maintains detailed information outlining the steps a department must take to propose a new program. As such, Academic departments interested in starting a new program shall begin by reaching out to the Curriculum Committee Assistant for guidance.
 - a. Specific to Career and Technical Educational (CTE) programs: When considering the creation of a new CTE program, departments should also reach out to the Office of CTE as it is responsible for supporting academic departments in moving through the internal and external processes unique to creating a new CTE program.
2. Throughout the process, Academic departments will support transparency and collaboration by consulting and communicating with additional internal partners such as the Office of Financial Aid, Student Registration and Records, and the Office of Accreditation and Compliance.

B. External Process

1. The Board of Trustees (BOT) must approve a new program before it moves to any applicable state, accreditation, and/or regulatory bodies for review. The Curriculum Committee Assistant will work with the Chief Academic Officer to ensure new programs are brought before the BOT.
2. Upon BOT approval, the Curriculum Committee Assistant, in consultation with the CTE Office if applicable, will submit new programs to the state and the Higher Learning Commission.

Once all approvals have been granted, the Curriculum Committee Assistant will work with the Academic department to ensure the program is added to the catalog and communicate with Advising and Marketing.

II. Review of Existing Programs

Aims Community College recognizes the importance of continuous improvement through regular program review. The primary purpose of program review is to ensure academic programs remain focused on student success and serving the needs of the community. Program review provides information needed to make improvements and decisions related to program expansion, contraction, consolidation, and closure, as well as the allocation and reallocation of resources. Aims Community College maintains processes detailing the cycle for program review. These can be found within the Office of the Assistant Vice President of Academic Affairs.

A. Program Review Objectives

1. To support the continuous improvement of all academic offerings at Aims Community College, recognizing both strengths and opportunities;
2. To assess the quality, effectiveness, and efficiency of Aims Community College's educational offerings;
3. To assess whether instructional program objectives are in accordance with the role and mission of Aims Community College; and
4. To ensure program quality, diversity, access, accountability, and equal educational opportunity.

B. Revisions to Existing Degrees and Certificates

As a result of the program review process, it is possible that departments may wish to make changes to existing degrees and certificates. The following outlines the internal process to follow when proposing changes to existing degrees and certificates.

1. Proposed changes will be submitted to the Aims Community College Curriculum Committee in accordance with their workflow;
2. Throughout the process, the Academic department should also work with the Offices of Financial Aid, Registration and Records, Advising, and Accreditation and Compliance to ensure appropriate communication and implementation;
3. If applicable, changes to existing CTE degrees or certificates should include discussion with the appropriate Advisory Committee and consultation with the Office of Career and Technical Education (CTE).

C. Closing Programs

Another possible result of program review may lead to a decision to close a program. Reasons for closing programs may include sustained enrollment challenges, changing community or workforce needs, and/or consolidating programs to better leverage resources. As applicable, the program's Advisory Committee should be included in conversations and decisions to close a program.

1. The Board of Trustees shall approve the closing of any academic degree or certificate.
2. The Academic department will work with appropriate internal partners, such as the Offices of CTE, Financial Aid, Registration and Records, Advising, and Accreditation and Compliance to ensure internal and external partners are aware and appropriate steps are taken.
3. Upon deciding to close a program, the Academic department will create plans to teach out the curriculum to remaining students.
4. The Academic department will submit required forms to the Aims Community College Curriculum Committee in accordance with their workflow to remove course offerings from the catalog, as applicable.

5. Staffing may be impacted by a program closure. Decisions about staffing will be determined at the dean and/or division level in consultation with Employee Services.

Adopted: College Council, April 10, 2023

Responsible Administrator: Vice President of Academic Affairs