

## NEW AWARD FEASIBILITY CHECKLIST PROCEDURE

The purpose of this New Award Feasibility Checklist is to prevent unintentional replication of institutional awards (*certificates and degrees*) for existing programs and insure that proposed new awards can be sustained at requesting colleges. The procedure is not intended to usurp the role of faculty in the curriculum development process.

1. Before a career and technical curriculum committee can propose a new award for an existing program in a system college, appropriate labor market data must be compiled by each participating college using the New Award Feasibility Checklist. (*Links to several websites for securing this data are referenced on the checklist form.*)
2. After reviewing the Feasibility Checklist, each college will decide if it wishes to be considered for implementation of the new award. If so, appropriate signatures on the checklist will be required.
  - a. The Technical Curriculum Committee will review all feasibility checklists and discuss the feasibility of the proposed new award.
  - b. The Technical Curriculum Committee Chair will then submit a New Award Feasibility Checklist Summary as indicated in the Curriculum Revision Process Timeline.
3. All necessary documents required to complete the curriculum process will follow the remainder of the curriculum processes indicated in the *Curriculum Process Guide*.
4. The TechEd/CCE Councils will review each New Award Feasibility Checklist Summary and indicate concerns (*if any*) to the Technical Curriculum Committee Chair for further consideration.

The Technical Curriculum Committee Chair will address the concerns with the Technical Curriculum Committee and respond to the District Office Associate Vice Chancellor of Workforce and Community Initiatives.