2007-2008 Pilot Implementation:
Program Placement Council

Guidelines for Placing New to College or New to District
Instructional Programs at Los Rios Colleges

Over the past several years, the Los Rios colleges, the district Academic Senate and its curriculum committee and the district have attempted to design an appropriate methodology for siting instructional programs with little success. What follows are guidelines offered to address this need, employing participation by all appropriate constituencies in their governance roles. The anticipated outcome will be a future-oriented roadmap of program placement that allow the Los Rios colleges to design and offer exemplary programs in an environment of predictability and consensus.

The Los Rios Community College District's colleges are committed to providing high quality transfer and career technical programs to meet the needs of our regional and local communities. The colleges recognize the value of creating comprehensive, sustainable program offerings throughout the district to meet the needs of potential students in their local communities. The colleges also recognize the need to avoid unnecessary duplication of programs, which either do not have enough enrollment to be sustained at additional sites or require costly equipment or facilities beyond the typical costs of faculty staffing per course section.

New programs require the establishment of approved curriculum, as well as the commitment of resources needed to deliver that curriculum to students. Resources include, but are not limited to, staffing, facilities, equipment, and program related faculty professional development. Under the leadership of the College and District Academic Senates, the processes to develop and approve new curriculum are already in place as a professional responsibility of faculty. What is still needed is a clear, agreed upon process to maximize district and college resource use through optimal placement of new to college or new to district programs. The allocation of these other resources is a responsibility of administration, based upon consultation with faculty involved in curriculum design as well as recognition of the overall needs of the colleges and the district as a whole.

Therefore, using the program placement guidelines approved in May 2007 and outlined below, college and district administrators will recommend the placement of new programs at the college, or colleges, that will best meet the regional and local communities' educational needs, while causing no harm to any other college's existing programs.

This process shall be utilized through the academic year 2007-2008 and be evaluated and potentially modified based upon experience.

Identification of Potential New to College or New to District Programs
1. The colleges and district may identify potential **new** programs through a variety of methods, including:
    a. Requests from faculty who have identified potential new programs related to their areas of professional expertise

b. Requests from students for specific degree, certificate, and transfer programs
c. Requests from business and industry to an individual college or the district for specific degree and certificate programs
d. Requests based on needs identified through regional data collected for review by college and/or districtwide advisory groups
e. Other

2. A college may wish to site a new to college program already sited at one or more district colleges. Duplication of a program may be considered due to:
   a. Requests from faculty who have identified potential new programs related to their areas of professional expertise
   b. Requests from local community and/or business and industry representatives, who have identified a need for specific degree and certificate programs to meet local employment needs
   c. Requests from students for specific degree, certificate, and transfer programs to be offered at their local college to reduce travel requirements to more distant colleges
   d. Requests based on needs identified through regional data collected for review by college and/or districtwide advisory groups which show a duplicative program is needed to meet regional or local *demand for* increasing numbers of program completers for employment needs
   e. Other

3. Using the information gathered from the activities above, each college will create a list of programs it wishes to explore. All potential program requests must be *reviewed* by the appropriate college governance representatives (Curriculum Committee and Academic Senate) before presentation to the Council.

4. The college lists will be shared with the Program Placement Council, composed of Vice Presidents of Instruction and Student Services plus the Academic Senate President and Chair of the District Curriculum Coordinating Committee (subsequently referred to as 'Council' in this document). The Council will review the identified programs and make one of the following recommendations:
   a. The potential program listed for exploration is appropriate for placement at multiple colleges and does not have negative enrollment implications for the other colleges. The college(s) requesting the program may proceed with exploring and developing the program.
   b. The potential new to college or new to district program appears appropriate to site at a specific college or colleges. Each identified college is approved to move forward with feasibility studies. Studies must include potential for negative impact on related programs at all district colleges, as well as identify opportunities for collaboration with similar districtwide programs.
   c. The potential new to college or new to district program appears appropriate at one or more colleges, but is likely not sustainable for all the colleges interested in the program. The Council recommends one or more colleges explore the potential new program based on available data, or the Council determines additional data needed to make a placement decision, timeline for obtaining the data, and a

deadline for the Council to review the new data and make the placement recommendation(s).
d. The potential new to college or new to district program is not, or not yet, appropriate for site placement due to resource requirements.
e. Except as noted in 4.c, the Council will make a placement recommendation no later than two months from the original submission date.

5. The Council submits its program placement recommendations for faculty consultation through the DCCC, a subcommittee of the District Senate for consideration by the District Senate.

6. Following DCCC opportunity for comment, the Council submits its recommendations with any DCCC comments to the Chancellor's Executive Staff for action.

7. The Chancellor's decisions are provided to the Council, to the District Academic Senate and to the DCCC at their next regularly scheduled meetings.

Results of New Program Placement Exploration
1. Each college approved for new to college or new to district program placement explores the implementation requirements of its potential new program and decides whether or not to proceed with its development. Each college notifies the Council of its decision.
   a. If the college decides to proceed with the new program's development, information collected during the exploration phase, which may be of assistance to other programs, is shared with the other colleges and district.
   b. If the college decides not to proceed with the new program's development, information collected during the exploration phase is shared with the other colleges and district. If any other colleges are interested in developing the potential new program for themselves, they notify the Council and a determination is made using the process stated in the Identification of Potential New to College or New to District Programs section above.

2. The Council reviews the exploration information submitted by the colleges and provides a written summary of the information to the Chancellor's Executive Staff and DCCC at their next regular meetings.

3. Curriculum and program development activities proceed through the normal college, district, regional, state, and accrediting commission approval processes.