

## **Operating Guidelines for the PPC Process**

**Updated on December 1, 2017, approved by DCCC 12-1-2017**

### ***Overview:***

*The Los Rios Program Placement Council (PPC) process ensures that proposed new degree or certificate programs in the district are vetted thoroughly by vice presidents of instruction, faculty at the department level and faculty represented by the District Academic Senate and District Curriculum Coordinating Committee, and by deans and other administrators. The goal is for transparency of interests—both in identifying potential new programs as they appear on the PPC List and in offering opportunities for feedback about items on the list—before a decision is made by the PPC identifying which college(s) will move forward to develop the programs.*

### ***Principles:***

1. We affirm a commitment to making sure that our programs are healthy and have the best chances of success.
2. We will make PPC decisions based on how our programs serve the needs of our students and the community.

### ***Considerations Used When Assessing Program Proposals:***

1. Unnecessary duplication of a program within the district
2. Employment demand
3. Likelihood of the program to succeed/achieve sustainability
4. Likelihood of the program to have enough completers to meet federal focus on completion and sustain approval for federal financial aid (e.g. Gainful Employment requirements)
5. Existence of a complementary suite of programs at the proposed college site
6. Promotion of comprehensive program offerings at all colleges by ensuring the District's smaller colleges (FLC and CRC) can grow to better serve their communities
7. Likelihood of the development of a comprehensive educational program
8. Cost of the program to implement and maintain

9. Regional need as evidenced in comments by bodies like the NFNRC and/or local needs as evidenced by advisory committees or other similar local information-gathering processes related to program development
10. Availability of appropriate resources that have been approved or planned for as evidenced in a five-year plan or similar planning document: facilities, equipment, FTE, grant funding, etc.

***Operational Rules:***

Timing, Frequency, and Documentation:

1. The Vice Presidents will gather new program ideas four times during the academic year, in September, November, February, and April. These proposed programs will go forward to the PPC (the four VPIs, the District Academic Senate President, and the District Curriculum Coordinating Committee Chair) for approval.

New Request Due Dates for PPC List	Approval or Referral to for Informational Meeting
1 <sup>st</sup> VPI meeting in September	1 <sup>st</sup> VPI meeting in October
1 <sup>st</sup> VPI meeting in November	1 <sup>st</sup> VPI meeting in December
1 <sup>st</sup> VPI meeting in February	1 <sup>st</sup> VPI meeting in March
1 <sup>st</sup> VPI meeting in April	1 <sup>st</sup> VPI meeting in May

2. The following steps will ensure participation and feedback from all interested parties:
  - a. Following the submission of new requests, the Associate Vice Chancellor of Instruction will distribute the PPC list with new submissions to the PPC. The VPIs will share the list with deans and department faculty, the DCCC chair will share with college curriculum chairs, and the DAS president will share with college senate presidents.
  - b. The AVCI will take the PPC lists to the Career Technical Education Leadership group (CTEL) to capture feedback from its members who are regularly involved in planning for district CTE programs.
  - c. Any concerns brought up at any level (department, curriculum, Senate, administration) should be shared with all members of the PPC.
  - d. By the first VPI meeting of the month following a new-request due date, the PPC will review the lists from the colleges, highlighting the new

potential programs. Via an email correspondence, the PPC will make decisions to approve or defer for an informational meeting.

3. Further inquiries may be necessary to achieve clarity and resolution in respect to individual program proposals and proposals that are closely related or which may benefit from further inter-college dialogue, including the Convergence Process described in #7 below.
4. At the VPI meetings listed above, once feedback has been gathered from all groups listed in #2, proposals will be voted on and approved by the PPC only if they have received no irresolvable concerns by any constituents offering feedback. If such concerns exist, the proposal will go to an informational meeting. Prior to this meeting, the PPC, CTEL, and faculty from the affected college departments will be invited to provide information that they can present to clarify or support their position on the proposed program. Specific information may be requested by the PPC. If this informational meeting leads to agreement and approval, the PPC will vote to approve.

If the informational meeting does not end in agreement, the proposed program will move to the Convergence process (Step 7 below), which will allow further discussion and, if necessary, voting by both administrators and faculty representatives.

Positive results of the PPC process will be recorded on the Recommended to Proceed List, the most recent version of which will be distributed to the DCCC, CTEL (the Career and Technical Education Leadership group), Executive Staff and other groups having interest in the curriculum/ program development process. Approved CTE programs will proceed to the North/Far North Regional Consortium for review and endorsement. In its work reviewing new-to-college courses and programs, the DCCC will be vigilant that the results of the PPC process are reflected in the proposals that are recommended to the Board of Trustees for approval. It will be the responsibility of the Vice Chancellor of Education and Technology, working with the Chair of DCCC, to assure that the current PPC Recommended to Proceed List and PPC procedures documents are available to the DCCC and the District Community.

5. Under emergency circumstances, the PPC will consider program placement requests that fall outside the usual timelines for the PPC process, as indicated in #1 above.
6. Proposals for new athletic teams will be sent to the VPIs for discussion of any possible concerns by other colleges. The process to add or delete athletic teams is addressed in P/R 7141. When a team is proposed to be added, DCCC shall be informed, and athletic coordinators will be apprised as well.

Additional Means of Resolution:

7. Convergence Process: in attempting to achieve resolution of possible conflicts, the PPC may agree to use a Convergence Process, wherein the CTEL and faculty meet to attempt to resolve conflicts related to an individual college program proposal or a complex of related proposals that might result in an agreed-upon allocation of program complex emphases or elements across two or more colleges. Minutes will be taken at this meeting.
8. If other means of resolution (further conversation among the VPs or CTEL, the various forms of the Convergences) have failed and a voting process is ultimately required to determine the placement or replication of a program, then the Vice Chancellor of Education and Technology will convene the PPC for the purpose of voting. The PPC will review the proposals under consideration, using the considerations listed in the second section of this document, and vote on the placement or replication proposal. If necessary, the Vice Chancellor of Education and Technology will cast a tie-breaking vote.
9. If any member is not available for one of the voting PPC meetings, then a designee familiar with the instructional issues under discussion will be appointed to appear in his or her place.
10. The proposals voted to be placed or replicated will be added to the appropriate college's section of the Recommended to Proceed List.

Following the "Recommended to Proceed" Listing:

11. If a program is approved for further development by the PPC by a particular college but is not developed or does not show signs of being developed within two years following placement on the Recommended to Proceed List, the program topic will be open to other colleges for consideration. If there is no interest, the program will be removed. In March the PPC will conduct an annual update and review of programs that have been approved in order to assess the status of approved programs. If a program has been on the list for over a year and a half with no indication the college has begun any planning for starting the program, the college's VPI will consult with the appropriate dean and faculty from the college to remind them of the program's inclusion on the list and to inquire as to their plans.