PROGRAM DEVELOPMENT FORM

*The program development form is designed to assist program developers in their initial research to demonstrate the need for and viability of a new academic program. Please see the Program Development Process Timeline for additional guidance.*

*Shannon McGregor (smcgregor2@lakelandcollege.edu, ext. 5334, Webb Hall 027) is here to walk you through this process, find labor market data, and prep you to present at the Curriculum Committee meeting.*

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| **Program Title (Max. 30 characters, including spaces and punctuation):**  | **Program Developer:**  |
| **Type of Degree:** | **Total Hours:**  |
| **Curriculum Prefix:**  | **Qualifies for Financial Aid (16+ credit hours):** |
| **Program Description:** | **Academic Year to be Implemented:**  |
| **Effective Catalog Term (Semester/Year):** |
| **Is the program a “reasonable, moderate extension of an existing program”? If yes, please identify similar programs currently offered (including stackable certificates, degrees, etc.):** |

***PART ONE*** *INITIAL VERIFICATION OF DEMAND AND VIABILITY*

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| **CRITICAL CRITERIA** | **MINIMUM STANDARD** | **YES** | **NO** | **COMMENTS** |
| **Median Position Wage (local, state)**  | Greater than current living wage. |  |  |   |
| **Number of Open Positions (local, state)** | At least one per student. |  |  |  |
| **Number of Projected Positions in Next 5-10 Years (local, state)** | At least one per student per year. |  |  |  |
| **Credentialing/****Equipment Costs for Employment**  | Less than 10% of base wage. |  |  |  |
| **Letters of Support from Regional Employers** | 3 Minimum. |  |  |   |
| **Indication of Student Interest** | Student demand exists and is documented through the use of student surveys. |  |  |   |
| **Similar Lake Land Programs** | Proposed new program is different by 30 credit hours or more from an already existing Lake Land program. |  |  |  |
| **Similar Programs and Performance at Peer Institutions** | Similar programs and enrollment trends at peer institutions have been identified and are stable. If not, weaknesses have been identified and corrections are outlined. |  |  |   |
| ***Analysis and Rationale for Continuing the Process:*** |  |

***PART TWO*** *INTENSIVE RESEARCH AND JUSTIFICATION*

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| **ADDITIONAL CRITERIA** | **STANDARD** | **YES** | **NO** | **COMMENTS** |
| **Internal Environmental Scan and Organizational Fit** | a. Program aligns with the College’s mission, vision, and strategic goals.1.1 Foster a holistic student experience through academic and social integration; 2.1 Partner with community, business, and education; 2.3 Expand transfer options. |  |  |  |
| b. Program outcomes are established and verified through DACUM, an accrediting body, or a similar process.  |  |  |  |
| **Market Research** | a. Appropriately sized target market is within 50 miles of the College district. |  |  |  |
| b. Competitive analysis shows that market competition is not a significant factor.  |  |  |   |
| c. Program could be repackaged/bundled to serve multiple industries or market segments. |  |  |  |
| **Career Scan** | a. Program is related to one of the fastest-growing industries or occupations in Illinois.  |  |  |  |
| b. Program is one of the highest paying occupations in IL, according to [O-Net Report](https://www.onetonline.org/find/all). (Click into the occupation to gather some information. Then, scroll down to “Wages & Employment Trends” and explore wages in Illinois and near our zip codes to explore local wages.) |  |  |  |
| c. Occupation has mandatory credentialing, professional, or regulated accreditation. |  |  |  |
| d. Anticipated +3% growth in employment projected in the next 10 years.  |  |  |  |
| e. Ratio of current target area job vacancies to anticipated completers is 2:1. |  |  |  |
| **Guided Pathways Opportunities** | a. Courses are currently offered (or can be offered) at district high schools via the Dual Credit Program. |  |  |  |
| b. Experiential learning activities may be tied to program/course outcomes. |  |  |  |
| c. Program is eligible for Perkins grant funding as a Program of Study, if applicable. |  |  |  |
| d. Program-specific articulation agreements with universities currently exist or will be pursued in the future. |  |  |  |
| e. Program aligns with existing programs within proposed meta-major. |  |  |  |
| **External Environmental Scan**  | a. Opportunities and/or threats have been identified. |  |  |  |
| **Goals and Sustainability** | a. Program projects a steady increase in the number of declared majors in the program over the course of 5 years.  |  |  |  |
| b. The program will achieve a minimum of 5 graduates per year or 25 graduates during the most recent 5-year period.  |  |  |  |
| c. Projected revenue and expenses including number of anticipated full or part time faculty have been identified. |  |  |  |
| d. Program is projected to be self-sustaining within 3 years. |  |  |  |
| **Other Considerations Not Included in Part 2** |  |

**Finally, please complete the** [**Rationale and New Program Model Template tabs**](file:///S%3A%5CAcademics%5CAcademic%20Forms%5CCurriculum%20Development%20Forms%5CRationale%20for%20Course%20or%20Program%20Revisions%20Form.xlsx) **in the
S:\Academics\Academic Forms\Curriculum Development Forms\Rationale for Course or Program Revisions Form.xlsx file.**

**Division Chair Recommendation:**

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*Note to the Program Developer: This completed, approved form must be included with all new curriculum sent to the Curriculum Committee.*

**Vice President for Academic Services Recommendation:**

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