

## Pre-development Approval for New Subject Areas/Disciplines

Name of New Subject Area/Discipline being proposed:	
Preferred prefix*:	

*\* Final prefix assignment is made by the curriculum office staff; previously utilized prefixes cannot be repurposed*

The development of new subject areas is an intensive endeavor, and occasionally much time and effort is invested in areas that the college may not be prepared to support. This process for preliminary approval is intended to help frame the initial conversations between faculty and their administrators in a collaborative discussion so as to ensure that the concepts embodied in new subject areas, as well as some critical basic support structures (people, funding etc.) are well-considered prior to significant developmental investment. Pre-development approval does not guarantee that individual courses will be ultimately approved.

### Basic Information

Is this Subject Area/Discipline associated with an existing SAC?

- ☐ No, it will require creation of a new SAC
- ☐ Yes, (please Identify)

### Subject Area/Discipline Description and Rationale

#### *Summary:*

**Please describe the discipline, summarizing its educational and career objectives and its relationship to the College's Mission\* and Strategic Plan. Provide reasons why the proposal is considered central to the college's mission and ongoing development.**

<small>*Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.</small>
---

#### *Rationale/Needs statement for this new subject area/discipline:*

**How does it address the economic and/or educational needs of students, the community and/or the State of Oregon? Describe how the level of need was determined.**

### *Non-duplication and Pathways*

**Internal:** Is this subject area/discipline similar to any other PCC programming, either credit or non-credit? If so, please describe the difference between the disciplines, any conversations you have had with the faculty/leadership and how you plan to clarify the distinctions between the disciplines.

**External:** Identify all related programs in Oregon, or key programs in other states, credit or non-credit that this program would be likely to complement and/or compete with.

**Transfer Opportunities** – are there similar programs at which students may continue their studies. If so, please identify.

### **Resources, Structure and Support:**

Campus/Division proposing this new subject area/discipline: \_\_\_\_\_

Where and how will this subject area/discipline be housed/supported? \_\_\_\_\_

Where will courses be offered? On campus/online? Which Campus(es)?

How many new courses will be developed?

Provide a draft description (title, description, credits, and outcomes) for EACH course you anticipate developing at this time:

Describe any anticipated faculty and other personnel (classified, AP or administrative) needed to develop this subject area/discipline:

### **Anticipated Expenses and Resources**

Are additional resources needed to implement and sustain this subject area/discipline?      Yes      No

If no, please explain:

If yes, indicate whether funds are expected to come from Reallocated (R) or New Funding (N):

	\$ needed Year 1	R *	N	\$ needed Year 3	R *	N
Personnel						
Equipment						
Technology- Hardware						
Technology- Software						
Materials/Supplies						
Curriculum or Online Development						
Laboratories other Capital Expenditures						
Total						

\* For funds obtained from reallocation or leveraging of internal resources, explain funding source.

Are there any other initial or ongoing costs?

Are any other resources available to provide support?

### Signatures:

In addition to indicating support of the proposal, Deans warrant that this phase has been discussed with Faculty, all relevant Division Dean(s), and the Dean(s) of Instruction, Academic Affairs, and Distance Education.

SAC Chair (if existing SAC) \_\_\_\_\_ Recommended

Program Dean: \_\_\_\_\_ Recommended

Pathway Dean: \_\_\_\_\_ Recommended

Pathway Associate VP: \_\_\_\_\_ Recommended

VP for Academic Affairs: \_\_\_\_\_ Approved

\*\*\*Routing instructions after VP's signature: Forward to Curriculum Office, 4<sup>th</sup> Floor Downtown Center

*New prefixes cannot be created until approval has been secured.*

**Note: Pre-approval of the subject area/discipline does not guarantee ultimate approval of the proposed courses**