

## **EPC**

### **Role in Viability Process**

The Educational Planning Committee receives proposals for Program Initiation, Program Modification/Improvement, and Departmental Reorganization for review before a Senate viability process is initiated. Once the review has taken place, EPC will recommend to the Academic Senate one of the following two options:

- 1) Approval without further review
- 2) Referral for further review by the Academic Senate Program Viability Review Committee

#### **Prior to submission to EPC, the initiator of the proposal must:**

- 1) Vet proposal through the appropriate department(s) – Department Chair signature required.
- 2) Vet proposal through the appropriate administrator(s) – Department Dean signature required.

#### **New Program Initiation requires the following areas of information to be completed:**

- 1) Proposed new program:
  - Description of the program
  - Impact on existing programs/departments including scheduling and existing coursework
  - Proposed courses and units
    - Number of sections and frequency of offerings
    - Estimated time to completion
  - Justification
    - Anticipated enrollment
    - Number of transfers/certificates/degrees expected
    - Five-year projection on enrollment/transfer/certificate/degree growth
    - Starting salary of graduates
    - Labor market or other employment information
  - Expected duration of the program. For example, is the program meant to address a foreseen or existing industry need over the next 3 to 5 years, or is it a permanent program?
- 2) Narrative describing how the proposed programs aligns with the LAMC Mission Statement <https://www.lamission.edu/community/aboutmission.aspx> and the LAMC Educational Master Plan <http://www.lamission.edu/eduplanning/LAMCEducationalMasterPlan2010-2015.pdf>
- 3) Immediate and long term impact of the new program:
  - facilities (e.g. classrooms, equipment and laboratories) and
  - Classified staffing needs
  - If the College employs no full time faculty in the discipline, methodology by which curriculum will be revised and discipline faculty evaluated
- 4) Funding needs both short and long term. If grant funding is being requested or has been secured, include verification.

Following submission to EPC, the VP of Academic Affairs (EPC Co-Chair) will send notice to members of Council of Instruction requesting feedback before the next scheduled EPC meeting.

(December 2017)