

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

# Procedure 207.05: Program Life Cycle

Program Life Cycle refers to the evolution of a curriculum program from inception to stability, redesign, and, if needed, termination.

## Inception and Implementation

The Executive Leadership Team, Academic Affairs, or the Curriculum Committee may suggest new program ideas to the Vice President, Instructional Services. If the suggested program falls within the mission and vision of the College, the Vice President, Instructional Services will convene a group that will include, at minimum, the SACSCOC Liaison and the Director, Curriculum Development and Compliance, to gather information on factors that will help determine the viability of the program. These factors may include, but are not limited to:

* Industry demand and potential salaries
* Social / community needs
* Student demand
* Labor market studies
* Stakeholder input
* Cost effectiveness (cost per FTE)
* Startup costs
* Institutional capacity
* Alignment with strategic plan
* Alignment with state and accreditation requirements

### When appropriate information has been gathered, the program will need approval from:

* The Executive Leadership Team
* The Curriculum Committee
* The Board of Trustees
* The North Carolina Community College System
* The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
* The Department of Education

### New programs must meet requirements set forth in:

* 1D SBCCC 400.6 Curriculum Program Approvals and Terminations
* 1D SBCCC 400.9 Curriculum Standards
* 1D SBCCC400.10 Curriculum Program of Study

SACSCOC must be notified of new programs.

Contact Director of Financial Aid and Vice President of Student Services to request approval of awarding federal student aid in new programs of study from the Department of Education. The Director of Financial Aid will need to add new programs to the College’s Program Participation Agreement in advance of the semesters during which these changes become effective.

Recommendations for new programs are considered on a year-round basis. However, it is important to note the following deadlines for implementation of new programs:

* Deadline for submission to NCCCS – July 1 for review in October and implementation in the fall semester of the following year.
* Deadline for submission to SACSCOC Substantive Change – December 1 for implementation the fall semester.

## Stability and Redesign

Each year, the Curriculum Program Portfolio will be reviewed to ensure stability of all programs. Factors that may be considered in the review include, but are not limited to:

* Enrollment trends
* Faculty availability
* Industry demand and potential salaries
* Social / community needs
* Stakeholder input
* Cost effectiveness (cost per FTE)
* Institutional capacity
* Alignment with strategic plan
* Alignment with state and accreditation requirements

Programs in decline may be redesigned, moved to Continuing Education, or recommended for termination.

## Termination

When a program is terminated, the College will follow procedures set forth in 1D SBCCC 400.6 Curriculum Program Approvals and Terminations and follow the SACSCOC timeline mentioned above. The SACSCOC Liaison will notify SACSCOC of program closures upon approval by the Board of Trustees. The Director of Financial Aid will need to delete programs from the College’s Program Participation Agreement that have been eliminated in advance of the semesters during which these changes become effective.

Definitions:

* [1D SBCCC 400.6 Curriculum Program Approvals and Terminations](https://www.nccommunitycolleges.edu/sbcccode/1d-sbccc-4006-curriculum-program-approvals-and-terminations)
* [1D SBCCC 400.9 Curriculum Standards](https://www.nccommunitycolleges.edu/sbcccode/1d-sbccc-4009-curriculum-standards)
* [1D SBCCC400.10 Curriculum Program of Study](https://www.nccommunitycolleges.edu/sbcccode/1d-sbccc-40010-curriculum-program-study)

Owner: Vice President, Instructional Services, Ext. 7900

Pursuant to Board policy, Chapter 207, Section 207.05, Program Life Cycle must be followed.

Updated: 7.12.23