Pilot New Preliminary Program Approval Process at Yuba College (Starting Oct. 15, 2022)

1. Complete the [YCCD Intent to Submit New Program Proposal](#) form and submit to the Yuba College Academic Senate (YCAS) President and President-Elect, who will bring it to the District, College, and Academic Senate Leadership Group (DCAS). YCAS Leadership will provide feedback from DCAS to the originating faculty and to the Curriculum Committee. You can continue with other steps right away. (There is no need to wait for DCAS feedback to proceed.)

2. Complete the YC Preliminary Approval Form (below) by sharing YCCD Intent to Submit New Program Proposal with the following academic bodies/personnel. Steps a, b, and c can be conducted simultaneously.

    a. Department faculty **feedback:** Is this program supported by the department faculty? Contact all full-time faculty in the department, and you may also contact part-time faculty. You may skip if there are no full-time faculty in the department.

    b. Department Dean/Director **feedback**: The Dean or Director will ensure that there are no duplications, conflicts, and other negative implications. (Allow two weeks total for feedback for steps a and b.)

    c. Budget and Grant Development Committee (formerly Planning and Budget) **feedback** (or College President until this committee is fully functioning). This body will review the new program's fiscal feasibility and sustainability. In this stage, the only considerations are whether the college has the necessary resources to initiate the proposed new program and sustain it into the future. Does the college have the necessary resources? Include meeting minutes if applicable. (Allow the Budget and Grant Development Committee four weeks to provide feedback.)

    d. Academic Senate **review and approval**. YCAS will place the proposal on the earliest available agenda. YCAS reviews all the feedback received to this point (including department faculty, dean/director, and budget feedback) and the relationship of a new program to the college/district mission, goals, objectives, or a clear local community need.

3. Once YCAS approval is granted, the originating faculty may begin developing the program in eLumen, which will then go through the program development and approval workflow in eLumen. Please attach both the YCCD Intent to Submit New Program Proposal and the YC Preliminary Approval forms in eLumen.

YC Preliminary Approval Form:

New Program Title: Contact Name:

Academic Body/Personnel	Brief summary of feedback (attach supporting documents, such as meeting minutes, if applicable)	
a. Department faculty feedback		**Name(s):** **Signature(s):** **Date:**
b. Department Dean/Director feedback		**Name:** **Signature:** **Date:**
c. Budget and Grant Development Committee (or College President) feedback		**Name:** **Signature:** **Date:**

d. YCAS approval		Name:
		Signature:
		Date: