**Barton Community College**

**Program Research Request**

Potential Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Requestor & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division/Program Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of Program Interest and/or Demand (Examples: College, Employers, Partner, 3rd Party Request):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval to move forward**

**Dean** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Vice-President** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach all documentation for each section

**[ ]  Industry Survey** – Collection of Information to Assist Labor Market Research & Occupational Profile Preparation

**[ ]  Labor Market (Submit Data Request Form for Labor Market & Occupational Profile Sections – Research Completed by IR)**

* KBOR Requirements
	+ Identify Employer Demand/Labor Market Need at the Local, State and Regional Levels
		- Employment Trends & Projections
		- Existing & Anticipated Job Openings
		- Estimated Starting Wages
		- Existing & Future Labor Demands
* KBOR Required Sources
	+ Kansas Job Vacancy Survey (<https://klic.dol.ks.gov>)
	+ Department of Labor Statistics ([www.dol.ks.gov](http://www.dol.ks.gov)).

**[ ]  Occupational Profile -** <http://www.acinet.org/> (other sources may emerge)

* Emerging/Evolving Occupations
* Position Titles
* Job Postings
* Educational Requirements
* Certification Requirements
* KBOR Requirement: Identify any existing industry-based certification supported by this program.
* Top Employers
* Unemployment Statistics
* Training Competitors
	+ KBOR Requirement
		- Name of the institution
		- Name of the Program
		- Number of Students Enrolled
		- Program Capacity
		- Number of Students on Waiting Lists

**Approval to move forward**

**Dean** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Vice-President** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]  Focus Group Prep**

|  |
| --- |
| * Current Curriculum
* Projected Curriculum Needs
* Projected Curriculum Outcomes
 |

**[ ]  Focus Group** (Business & Industry, Agency Contacts, School Districts, Special Interest Individuals and/or Groups)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Job Needs | Job Titles |
| Desired Skills | Non-Credit Training |
| Certificate Program (Stackable) | Associate Degree |
| Career Experience Opportunities | Industry Credentials |
| Facility and/or Equipment Needs | Instructor/Trainer Qualifications |
| Partnership Opportunities | Donations & Support |

**Approval to move forward****Dean** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**[ ]  BUSINESS PLAN (THREE YEAR)**

Financial Impact

* Projected Enrollment and/or Participation
	+ Projected Review (Fee for Service, Tuition & Fees, Donations, Student Fees & Grants)
* Projected Expenses (Facilities, Equipment, Personnel, Marketing, Materials & Supplies, Maintenance Costs)
* Projected Point of Break Even
* Projected Point of Net Income

Curriculum

* Program of Study
* Coursework

Marketing & Promotion

Partnerships

* Internal
* External

Institutional Impact

**[ ]  Develop Executive Summary; Summit with Business Plan**

**Approval to move forward**

**Dean** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean of Administration** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean of Student Services** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice-President** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**President** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]  Move Forward with Remaining CAM Process**