**Program Approval Matrix (PAM)**

**Phase Zero – Program Development**

**Step 1: Notify Dean and Vice-President of Instruction of Developing Project. Notification May Occur Via an Email or Meeting.**

**Date of Notification:**

**Program Name:**

**Step 2: Document who is Making the Recommended Modification (choose from categories below) and Include the Rationale and Desired Outcome**

**Special Note:** The recommendation may come from more than one category. If that is the case, please note all categories.

|  |  |
| --- | --- |
| Administration |  |
| Program Leadership |  |
| Employers (Workforce Development, Needs and/or Changes) |  |
| Students |  |
| Partners |  |
| Third-Party Agencies & Organizations |  |
| Higher Education Institutions (Partners) |  |

**Step 3: Submit a Data Request Form to Institutional Research Requesting the Following Information from the Kansas Department of Labor’s Long Term Occupational Outlook; Complete the Table with Applicable Data**

**Data Request Form:** [**https://bartonccc.evaluationkit.com/Respondent/Survey?id=JnU5o0ngRN9UN3ZyGsPHAd6t6bg4VQ8TBGy4QMIgAcqgzsQKgj1%2fqyzuu%2fIiTQJb**](https://bartonccc.evaluationkit.com/Respondent/Survey?id=JnU5o0ngRN9UN3ZyGsPHAd6t6bg4VQ8TBGy4QMIgAcqgzsQKgj1%2fqyzuu%2fIiTQJb)

|  |  |
| --- | --- |
| Employment Trends and Projections |  |
| Occupational Growth |  |
| Occupational Replacement Rates |  |
| Estimated Annual Median Wages |  |
| Typical Education Level for Entry-Level Employment |  |

**Step 4: Document the Following Information**

|  |  |
| --- | --- |
| Program Description |  |
| Program Objectives |  |
| Program Exit Points (SAPP, Certificate and/or Degree) |  |
| Delivery Method |  |
| Length of Program (# of Weeks) |  |
| Program Location |  |
| Projected Implementation Term |  |

**Step 5: Document Existing and/or Potential Business/Industry Partnerships**

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**Step 6: Identify Potential Letters of Support (Minimum Three)**

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**Step 7: Identify Similar Programs in the State Based on CIP Code and Address Potential Collaboration**

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**Sept 8: Describe Facility and Equipment Needs**

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**Step 9: Prepare a Financial Plan**

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| --- | --- |
| Projected Enrollment and/or Participation |  |
| Projected Revenue & Expenses |  |

**Step 10: Identify How the Program will be Reviewed Once Established Including Benchmarks for Meeting Program Objectives and Continuous Improvement**

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**Step 11: Submit Completed Form to Dean for First Review**

**Special Note:** An Executive Summary Does Not Need to Accompany This Form; Additional Information Helpful to the Review May Be Attached.

**Dean’s Comments**

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**Approved**

**Denied**

|  |  |  |
| --- | --- | --- |
| **Dean Signature** |  | **Date** |

**Step 12: If approved by the Dean, Submit to the Vice-President of Instruction**

**Vice-President’s Comments**

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**Approved**

**Denied**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Vice-President of Instruction Signature** |  | **Date** |

**Step 13: If Approved, The Vice-President’s Office Will Contact the Project Leader to Begin the Modified CAM Process to Include:**

* Executive Summary
* KBOR Documentation
* Meeting Schedule

**11/9/20 E.S.; 12/17/20 E.S.**