WGTC 6.8

Program Approvals and Terminations

The approval and/or termination of programs shall be based on budgetary consideration, enrollment figures, and needs assessments. State policies and procedures will be followed for all program approvals and terminations (see link below). The Vice President for Academic Affairs provides leadership for the list of activities that must be accomplished before a program can be approved or terminated at WGTC.

New program requests may originate with ideas from members of the College or the community. Once an idea has been expressed and a need established, faculty and/or Academic Affairs Leadership develop a proposal with a justification using the internal New Program Request Form. The proposal must document a conducted industry analysis to determine employment needs both locally and regionally, balanced against cost of the program, facilities, and resources needed. The college supplies projected enrollment for first three years based on most recent labor market analysis of industry growth and need. The proposal must identify potential learners, a delivery mode and curricular structure, resource needs, costs, rationale, and potential impact on the College. The proposal is then submitted to the Curriculum/Academic Affairs Committee. The offering of a new program must be based upon a thorough assessment of the need for such a program. That need should be such that there is reasonable assurance that the program will be able to attract students in adequate numbers; the need is continuing and would sustain the program over a period of years; and there is ample evidence of employment opportunities within the service area, the region, or the state.

Program terminations may be suggested by College faculty, administrators, or advisory committees. They may also be required through the Performance Assessment System review.

Requests for program approvals or terminations must be submitted to the local board and then to the State Board for approval. Authorized WGTC personnel must submit a New Program Request to the TCSG Division of Academic Affairs for review. Upon final review, the new program request is submitted to the TCSG State Board for approval. The College is responsible for obtaining approval of applicable accrediting agencies for new programs.

Reference: State Board Policy 5.1.9.
               State Board Procedure 5.1.9p.
               https://tcsg.atlassian.net/wiki/spaces/policymanual/overview

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs	Effective: 3/2009
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