

# Operating Guidelines for the LRCCD Program Placement Council (PPC) Process

Updated May 2021

## Overview:

*The Los Rios Program Placement Council (PPC) process ensures that proposed new degree or certificate programs in the district are vetted thoroughly by vice presidents of instruction, faculty at the department level, faculty represented by the District Academic Senate (DAS) and District Curriculum Coordinating Committee (DCCC), and by deans and other administrators. The goal is for transparency of interests—both in identifying potential new programs as they appear on the PPC List and in offering opportunities for feedback about items on the list—before a decision is made by the PPC identifying which college(s) will move forward to develop the programs.*

## Principles:

1. We affirm a commitment to making sure that our programs are healthy and have the best chances of success.
2. We will make PPC decisions based on how our programs serve the needs of our students and the community.

## Considerations Used When Assessing Program Proposals:

- Unnecessary duplication of a program within the district
- Employment demand
- Likelihood of the program to succeed/achieve sustainability
- Likelihood of the program to have enough completers to meet federal focus on completion and sustain approval for federal financial aid (e.g. Gainful Employment requirements)
- Existence of a complementary suite of programs at the proposed college site
- Promotion of comprehensive program offerings at all colleges by ensuring the District's smaller colleges (FLC and CRC) can grow to better serve their communities
- Likelihood of the development of a comprehensive educational program
- Cost of the program to implement and maintain

- Regional need as evidenced in comments by bodies like the North Far North Regional Consortium (NFNRC) and/or local needs as evidenced by advisory committees or other similar local information-gathering processes related to program development
- Availability of appropriate resources that have been approved or planned for as evidenced in a five-year plan or similar planning document: facilities, equipment, FTE, grant funding, etc.

## Membership:

- Associate Vice Chancellor of Instruction
- College VPIs
- District Academic Senate (DAS) President
- District Curriculum Coordinating Committee (DCCC) Chair
- College Curriculum Chairs

## Operational Rules:

### Timing, Frequency, and Documentation:

1. The following steps will ensure participation and feedback from all interested parties:
  - a. The PPC will meet once a month (Sept-Dec and Feb-May). At each meeting (1) First Review: new program ideas will be discussed by the PPC, and (2) Second Review: previously proposed programs will return for approval or referral for an informational meeting.
    - i. Minutes are taken at every PPC meeting and after approval are posted to the PPC website.
  - b. Proposals will be submitted by the colleges using the approved proposal template provided.
  - c. The Associate Vice Chancellor of Instruction will update the PPC list with new submissions to the PPC in advance of each meeting. Members of the PPC will share with their constituents as appropriate at their colleges and bring feedback to the PPC meeting.
  - d. The AVCI will take the PPC lists to the Career Education Council (CEC) to capture feedback from its members who are regularly involved in planning for district CTE programs.
  - e. If there are no concerns expressed with the proposal at the second review, the program is approved by consensus. If there is a need for further dialog, the interested parties will hold inter-college dialog to attempt to resolve, and report back at a subsequent PPC meeting.
    - i. Inter-college dialog is a resolution process that occurs directly between the colleges, and will include faculty and administrator representatives from both the proposing college and the questioning college(s).
  - f. If the inter-college dialog does not end in agreement, the proposed program will move to the Convergence process (discussed below) which will allow further

discussion and, if necessary, voting by both administrators and faculty representatives.

2. Under some circumstances, the PPC will consider program placement requests that fall outside the regularly scheduled PPC process.
3. The following programs are approved automatically:
  - a. Associate Degrees for Transfer
  - b. Apprenticeship Programs
  - c. Stackable certificates that are entirely composed of existing courses listed in a larger unit certificate in the same department.
  - d. Accompanying degrees or certificates that are duplicates of existing programs (i.e. carbon copy certificates that accompany a degree, or vice versa).

### Convergence Process:

1. In attempting to achieve resolution of possible conflicts, the PPC may agree to use a Convergence Process, wherein the PPC, CEC, and faculty meet to attempt to resolve the conflicts.
2. The PPC, CEC, and faculty from the affected college departments will be invited to attend the Convergence meeting and to provide information that they can present to clarify or support their position on the proposed program.
3. After the Convergence meeting, there will be a week turn around for PPC members to vote. The vote is sent to VCI for final decision, and the vote is recorded in the minutes.

### Recording of PPC Results:

At any step along the way, positive results of the PPC process will be recorded on the Recommended to Proceed List, the most recent version of which will be distributed to the DCCC, CEC, Executive Staff and other groups having interest in the curriculum/ program development process.

Approved CTE programs will proceed to the North/Far North Regional Consortium for review and endorsement.

In its work reviewing new-to-college courses and programs, the DCCC will be vigilant that the results of the PPC process are reflected in the proposals that are recommended to the Board of Trustees for approval.

It will be the responsibility of the Vice Chancellor of Education and Technology, working with the Chair of DCCC, to assure that the current PPC Recommended to Proceed List and PPC procedures documents are available to the DCCC and the District Community.

## Following the “Recommended to Proceed” Listing:

If a program is approved for further development by the PPC by a particular college but is not developed or does not show signs of being developed within two years following placement on the Recommended to Proceed List, the program topic will be open to other colleges for consideration.

In March the PPC will conduct an annual update and review of programs that have been approved in order to assess the status of approved programs.

If a program has been on the list for over a year and a half with no indication the college has begun any planning for starting the program, the college’s VPI will consult with the appropriate dean and faculty from the college to remind them of the program’s inclusion on the list and to inquire as to their plans.