**Pre-Proposal Program Launch Decisions (Attach this form to the A-Form)**

The purpose of this form is to prompt program proposers and colleges to consider aspects and implications regarding whether to launch the program through Extended Learning or State Support. Proposers should meet with your College Dean’s office to begin this process. While resource implications are not the only considerations, this process worksheet should be used to help you consider the necessary resources to support the program. This form should be attached to the A-form.

Program Submitted By: College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Preparing Proposal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Print Name

Proposed Course/Program Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Projected Life of the Program:** Single Offering\_\_\_\_\_\_ Repeated Offering\_\_\_\_\_\_

**Proposed Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Distance From Campus:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WASC Approval Needed:** Yes \_\_\_\_ No\_\_\_\_

Prior approval from WASC is needed for a new program if EITHER of these is true:

1.  50% or more of required coursework can be taken online

2.  At least 50% of the program is offered at an off-site location that is 25 miles or more from the main campus

Add WASC language regarding accreditation decisions.

**Other Accreditation Requirements**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of delivery**: Face-to-Face\_\_\_\_ Online\_\_\_\_ Hybrid (combination of F2F and Online)\_\_\_\_

**Proposed start date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Term length:** (e.g. standard semester, 6 week, 8 week, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Possible external funding sources**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructional facilities:** on campus \_\_\_\_\_\_\_ off-campus \_\_\_\_\_\_\_\_\_\_

If partnering with any other organizations, provide the following information:

Name of Partner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Source for Launching the Program:** If program proposers, departments, and colleges have not yet determined the source for launching the new program, they should refer to the “Not yet determined” section to help make that decision. A preliminary decision should be made and submitted with the A-form. During the preparation of the P-form, if circumstances change and the source for launching needs to be altered, proposers should follow the process outlined below and attached updated documents.

State Support:\_\_\_\_\_\_ Self Support Extended Learning:\_\_\_\_\_\_

**State Support:** Complete this section if the decision has been made to launch the program with stateside funds.

Complete the cost and revenue spreadsheets linked in this form and attach them to the A-form. We realize that the figures in the spreadsheets may change during preparation of the P-form; however, this initial cost and revenue analysis is essential to college and university level planning and can be revised for submission with the P-form.

“Anticipated Revenues for New State Support Programs” (provide as a link)

“Anticipated Cost Projections for New State Support Programs” (provide as a link)

**Self-Support Extended Learning Funds**: Complete this section if the decision has been made to launch the program through Self-Support Extended Learning.

Does the new program supplant an existing program? Pursuant to Executive order 1099. “Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year (Education Code section 89708). Yes\_\_\_\_ No\_\_\_\_

Have the program proposers met with Extended Learning to determine that the program will be supported by EL? Yes\_\_\_\_ No\_\_\_\_

Attach a preliminary self-support budget from Extended Learning.

**Not Yet Determined**:

If program proposers are unclear or undecided as to whether the program should be launched through state support or extended learning self-support funds, they should consider the following:

Does the new program supplant an existing program? Pursuant to Executive order 1099. “Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year (Education Code section 89708) If you are unsure, associate deans and extended learning associate deans can help to make that determination. Yes \_\_\_\_\_ No\_\_\_\_\_

Complete the Anticipated State Support Cost and Revenue spreadsheets linked in this form to help you analyze the budgetary and resources implications of the new program. We realize that the figures in the spreadsheets may change during preparation of the P-form; however, this initial cost and revenue analysis is essential to college and university level planning.

“Anticipated Revenues for New State Support Programs” (provide as a link)

“Anticipated Cost Projections for New State Support Programs” (provide as a link)

Have the program proposers met with Extended Learning to determine that the program will be supported by EL? Yes\_\_\_\_\_ No\_\_\_\_\_\_