

Paradise Valley Community College

New or Expanded Program/Service

Pre-Proposal Form



PVCC encourages innovation that results in new or expanded programs and services. The Pre-Proposal Process (Step #1) is designed to assist you with planning and preparing to evaluate the new program and in determining if the new or expanded program/service needs to be submitted through the full New or Expanded Program Proposal Process (Step #2). Institutional Effectiveness is the reference point for all related documents.

A Formative Review Process (Step #3) should be completed annually for the first two years and is required for any “new or expanded” program/service that has gone through the new program proposal process **or** any “new” program/service, which meets any of the following criteria.

A “new or expanded” program/service is defined as:

- New or substantially different in scope or impact
- Impact to the mission or direction of the college
- Budgetary impact now or in the future
- Impact on personnel/facilities/operations/technology/other

Instructions for Pre-Proposal: Develop a one-page pre-proposal by answering the six questions below, and then visit with your division/unit leadership, Dean, IE, and Vice President.

1. Describe the new or expanded program/service.
2. Describe the need for this new or expanded program/service. If applicable, what is the anticipated level of student and/or employee use (headcount and FTSE) during the first year and over the next five years?
3. What are the anticipated faculty/staff, equipment, facilities needs for this new or expanded program/service? What is the anticipated funding source?
4. What is the desired time frame for new or expanded program/service implementation?
5. What is the anticipated impact of the new or expanded program/service on the institution? Identify which of the following areas the new or expanded program/service will impact. Briefly describe the following support issues that must be addressed in each of the impacted areas.

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| A. Academic Division | M. Financial Aid (number of credits in program; scholarships, etc.) |
| B. Admissions & Records | N. Fiscal |
| C. Academic Advising | O. Information Desk |
| D. Assessment/Testing Center | P. IRTS |
| E. Bookstore | Q. Learning Support Center |
| F. Center for Distance Learning | R. Library (including the online library) |
| G. Computer Commons/Help Desk | S. Media Services |
| H. Counseling | T. Public Relations/Marketing |
| I. Career Services | U. Public Safety |
| J. Disability Services | V. Recruiting |
| K. Duplicating | W. Other (HR, Student Life, Service Learning, etc.) |
| L. Facilities and/or Grounds | |

6. What are the extended outcomes? What measures will be used to gauge success? (Develop in consultation with IE.)