



ACCREDITATION EVIDENCE

Title: Program Request Proposal Form

Evidence Type: Corroborating

Date: 9 September 2021

WAN: 22-0228

Classification: Resource

PII: No

Redacted: No



Wyoming Community College Commission

NEW PROGRAM REQUEST FORM

College	Choose an item.
Date	Click or tap to enter a date.
Program Title	Click or tap to enter text.
Type of Credential	<input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AFA <input type="checkbox"/> AAS <input type="checkbox"/> Certificate
	<input type="checkbox"/> Other Click or tap to enter text.
Total Credit Hours	Click or tap to enter text.
CIP Code	Click or tap to enter text.
Classification of Instructional Programs/CIP obtained from the National Center for Educational Statistics at https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55 . Double check your recommendation with the course coordinator and/or Student Records.	
Title	Click or tap to enter text.

Rationale for request	
Type of Program	<input type="checkbox"/> Transfer preparation <input type="checkbox"/> Short term workforce placement <input type="checkbox"/> One-year workforce placement <input type="checkbox"/> Special need endorsement
Certificate Questions <i>More than one may apply</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No local or state employer or industry specific <input type="checkbox"/> Yes <input type="checkbox"/> No nationally recognized <input type="checkbox"/> Yes <input type="checkbox"/> No examination or licensure preparation <input type="checkbox"/> Yes <input type="checkbox"/> No practicum <input type="checkbox"/> Yes <input type="checkbox"/> No stackable <u>Title IV</u> Financial Aid Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No (minimum of 16 semester hours) (Stafford Loans, Perkins Grants, Pell Grants and Federal Campus-based Grants)
New program start	<input type="checkbox"/> NA OR identify the semester the program will start: Click or tap to enter text.
Taught by non-accredited vendors?	<input type="checkbox"/> YES (see below) <input type="checkbox"/> NO Click or tap to enter text.
WCCC or State Priority	<input type="checkbox"/> YES (see below) <input type="checkbox"/> NO (See the WCCC website , there are several programs which have a state priority, such as the Governor's Economically Needed Diversity Options for Wyoming/ ENDOW) Click or tap to enter text.

Program Curriculum	
Program Description	Click or tap to enter description as it will appear in the catalog.
New Curriculum	<input type="checkbox"/> YES (see below) <input type="checkbox"/> NO
<i>List the new courses alphabetically. Include prefix, course number, course title, credit hours. Check the Wyoming Transfer Catalog for possible courses and numbers. Additionally, WCCC has a statewide common course numbering system (CCNS). Colleges must ensure all new courses are aligned with the CCNS. Confirm this alignment with the course coordinator and/or Student Records. Note that CCNS alignment and/or new course title and number requests to the WCCC will take at least a week to process.</i>	

Similar programs in Wyoming? <i>(See WCCC Program List)</i>	<input type="checkbox"/> Yes (list Colleges below) <input type="checkbox"/> No Click or tap here to enter text.		
Discussions with other Community Colleges	<input type="checkbox"/> Yes (see below) <input type="checkbox"/> No (see rationale below) Click or tap here to enter text.		
Additional Resources (faculty, support services, equipment or supplies)	<input type="checkbox"/> Yes (see below) <input type="checkbox"/> No STAFFING IMPACT: Click or tap here to enter text. BUDGET IMPACT: Click or tap here to enter text.		
Primary Student Audience	Click or tap here to enter text.		
Anticipated three-year unduplicated headcount	Year one: Click or tap here to enter text.	Year two: Click or tap here to enter text.	Year three: Click or tap here to enter text.

Projected Demand in Wyoming and Nationally

(Labor market anticipated demand upon completion of the program and wages for this career field)

Suggested data sources for Occupational Outlook and Wages:

- Career One Stop- [US Department of Labor](#)
- Bureau of Labor Statistics (occupational outlook handbook) <https://www.bls.gov/ooh/>
- Wyoming Labor Market Information (WLMI) <http://doe.state.wy.us/lmi/>

Projected Demand

Location	Employment			
UNITED STATES	Year Enter 4-digit year.	+10 years	Percent Change	Job Openings
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
WYOMING	Employment			
	Year Enter 4-digit year.	+10 years	Percent Change	Job Openings
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

State and National Wages

Location	Pay Period	Year Enter 4-digit year.				
		10%	25%	Median	75%	90%
UNITED STATES	Hourly	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

	Yearly	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text
WYOMING	Hourly	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text
	Yearly	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text	Click or tap here to enter text

APPENDIX A- PROGRAM TERM BY TERM PLAN

Provide the program’s term by term plan below

WCCD PROPOSED PROGRAM OF STUDY FOR: Click or tap to enter program name and credential type.

RECOMMENDED CURRICULUM SEQUENCE: PROPOSED			
COURSE			
Prefix	Number	Title	Credits
<i>Fall Semester 1st Year</i>			
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL FALL SEMESTER			Click or tap here to enter text.
<i>Spring Semester 1st Year</i>			
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL SPRING SEMESTER			Click or tap here to enter text.
<i>Summer Semester 1st Year</i>			
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

TOTAL SPRING SEMESTER			Click or tap here to enter text.
<i>Summer Semester 2nd Year</i>			
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL SUMMER SEMESTER			Click or tap here to enter text.
TOTAL PROPOSED PROGRAM CREDITS			Click or tap here to enter text.