

Mesa Community College Guidelines for Conducting a Feasibility Study

One of the objectives in the Mesa Community College Strategic Plan is to “*explore potential and develop new programs and curricula that meet the expectations of students, transfer institutions, and the workforce.*” MCC faculty members interested in exploring the feasibility of developing a new program are encouraged to do so, following the guidelines below.

1. Faculty member discusses the general concept of the proposed program with Department Chair to ensure support from department; chair gives feasibility study guidelines and report outline to faculty member.
2. Department Chair informs appropriate Dean of interest in conducting a feasibility study.
3. Chair incorporates feasibility study into next departmental plan.
4. Appropriate individuals are identified to participate in the feasibility study (other faculty, business and industry representatives, etc.).
5. If technical assistance (e.g., development of a survey, employment outlook data) is needed to complete the feasibility study, contact the Office of Research and Planning.
6. Begin the feasibility study, including gathering documentation of the following (which correspond to the report outline on next page):

What is the need for the Program

How does the program fulfill the needs of the state of Arizona and/or the region? (include employment outlook and sources of information)

Is there sufficient student demand for the program?

How is the program consistent with the college and/or district mission and goals?

What existing similar programs are there at other Arizona Community Colleges?

What are the projected faculty and resource requirements (staff, equipment, etc.)?

What costs are associated with implementing the program?

7. Keep Department Chair and Dean apprised of progress.
8. When steps #6 above is completed, prepare the report using the report outline. Meet with Department Chair, Dean, and Vice President of Academic Affairs to discuss feasibility of offering the proposed program.
9. Collectively, make a decision whether to move forward with the new program.
10. If the proposed program involves creation of a new career and technical degree (Associate in Applied Arts), complete the Maricopa District’s “Occupational Program Early Alert Process” prior to beginning curriculum development. All procedures are documented online at: <http://www.maricopa.edu/academic/curric/cphb/earlyalert.php>
(See the attached “New Occupational Program Early Alert Template”.)

New Program Feasibility Report Outline

I. Program Name and Description

- A. Degree and Department
- B. Purpose and Nature of the Program
- C. Program Requirements
- D. Current Course Offerings
- E. New Course Offerings Needed
- F. Requirements for Accreditation

II. Need for the Program

A. How does the program fulfill the needs of the state of Arizona and/or the region?

- 1. Documented need including sources of information.
- 2. Employment outlook including sources of information.

B. Is there sufficient student demand for the program?

- 1. Enrollment projections for 5 years
- 2. Projected number of degrees awarded for 5 years, beginning first year in which degrees will be awarded.

III. Appropriateness for the Mesa Community College or district mission and strategic goals.

IV. Existing Programs at other Arizona Community Colleges

V. Projected Faculty and Resource Requirements

- A. Faculty: current and additional
- B. Support staff: current and additional
- C. Physical facilities, equipment, and technology: existing and additional
- D. Other resource requirements

VI. Financing

- A. Supporting funds from outside sources
- B. Program budget projections for first three years

New Occupational Program Early Alert Template

MCCCD

New Occupational Program Early Alert

This form is completed and forwarded when a college has determined to formalize a new occupational certificate or degree program prior to development of the curriculum.

Development Date:

Initiating College(s):

Primary College:

Certificate:

A.A.S. Degree:

Program Title:

Program Availability:

College Specific:

District-wide:

Shared:

If Shared, list all colleges participating in the program:

CIPS Code:

Please provide below a brief statement (no more than one to one and a half pages) of the need for the new program covering the following points:

Industry request, evidence of labor market demand, anticipated wages/salaries, availability of same or similar programs at other colleges/trade schools, etc., availability of well qualified instructional personnel, availability of funds to support program over the long term, industry co-investment/resource support to the program.

Approval of the new program will be assumed within 10 faculty accountability days unless concerns are raised. In this event, the Occupational Administrator of the initiating college will put the program on hold to address the concerns and seek resolution.

NOTE: 5:00 p.m. on _____ is the 10th faculty accountability day.
(date)

Forward via A-1 mail to:

Vice Chancellor for Academic Affairs

Occupational Administrators

Vice President's of Academic Affairs

District Director of Curriculum

College Instructional Design Facilitators

College Curriculum Technicians

(name) Instructional Council(s)

District Director of the Center for Workforce Development