



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EFB-1 Establishing New Associate Degree and/or Certificate Programs

APPROVED: April 7, 1981 **REVISED:** July 13, 2012
Year of last review: 2021

AUTHORIZING BOARD POLICY: EFB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success

OBJECTIVE: To establish guidelines for the development of new associate degree and/or certificate programs.

PROCEDURE:

I. Initiating the Process

New associate degree and/or certificate programs may be initiated for consideration by members of the full-time faculty* and by members of the administration.

II. Objectives

Procedures for the development of new degree or certificate programs have been established by the Vice President of Instruction and Workforce Education with the following objectives:

- A. To maintain the quality of degree and certificate programs.
- B. To determine the validity of the need for a new educational program.
- C. To encourage the admission of students who will benefit from these educational programs.
- D. To supply work force needs with individuals who have graduated from these educational programs.
- E. To avoid needless duplication of instructional facilities and equipment within the District.
- F. To ensure instructional programs of quality with the available finances.
- G. To provide a uniform system of documentation and records.

III. Detailed and current operational procedures for developing new associate degree or certificate programs are available from the Office of Curriculum and Instructional Development.

- A. The Texas Higher Education Coordinating Board (THECB) requires notification of the development of new degree or certificate programs. Approval must be secured from the THECB.
- B. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires notification of a substantive change or development of new associate degree or certificate programs (see College Procedure GK-1 *Substantive Change*). Approval must be secured from SACSCOC.
- C. All new associate degree or certificate programs must be approved by the El Paso County Community College District (EPCCCD) Board of Trustees.
- D. After approval from the Board, the Office of Curriculum and Instructional Development notifies the Texas Higher Education Coordinating Board (THECB) to add the certificates and programs to the El Paso Community College (EPCC) inventory.
- E. The Office of Curriculum and Instructional Development will notify the Financial Aid Office to notify the United States Department of Education. Approval must be secured from the United States Department of Education.

***Note: The word "faculty" denotes instructors, counselors, and librarians.**