Wisconsin Indianhead Technical College Program Development Process (PDP)

### WITC Preliminary Investigation

- **Provide monthly report of new programming requests to Director of Curriculum Research & Planning**
- **Conduct Secondary Research to determine WI & nat’l demand/outlook & competitive market (other colleges, capacities, rough costs)**
- **Program Planning Retreat**
  - **Program Description**
  - **Analysis of Implementation**

### WTCS Program Development Process

- **Program Plan Review—have resources?**
- **Program Planning Timeline**
  - **Program Proposal**
    - **Scope Proposal**
      - **Need Demonstration**
        - Submit intent to investigate & review
      - **Development Proposal**
      - **Ad Hoc Advisory Committee**
      - **Share with College Staff**
      - **Directors of Curriculum, Divisional Dean**
      - **District Board Approval**

### Does it warrant investigation as an ATC, collaborative program, continuing education activity, internal certificate, program modification, or short-term training?

#### ADVANCED TECHNICAL CERTIFICATE (ATC)
- **Follow ATC State Process**
  - **Intent to Investigate**
  - **Determine Curriculum**
  - **Review and approval by Academic Affairs/Divisional Deans**
  - **Review/approval by PC**
  - **Implement ATC, communicate to staff & target market**
  - **Divisional Dean, Director of Curriculum**

#### COLLABORATIVE PROGRAM
- **Work with cooperating college to identify need**
- **Draft collaborative program agreement to include coursework, financial aid, Board approval**
- **Consent to share to WTCS board**
- **WTCS board approval**
- **Implementation; communication to staff & target market**
  - **Divisional Dean, Director of Curriculum**

#### CONTINUING EDUCATION BASED ON LERN’S NEEDS ASSESSMENT MODEL
- **Brainstorming**
- **Research**
- **Select options**
- **Model Survey**
- **Try it**
- **Decide**
- **Evaluate Deans of Continuing Ed/Continuing Ed Leadership Team**

#### INTERNAL CERTIFICATE
- **Identify need for certificate training**
- **Determine curriculum, develop catalog page, determine location**
- **Review/approval by Academic Affairs/Divisional Deans**
- **Review/approval by PC**
- **Implementation; communication to staff & target market**
  - **Divisional Deans, Director of Curriculum**

#### PROGRAM MODIFICATION
- **Determine curriculum changes**
- **Proceed to modification process**
- **Implementation; communication to staff & target market**
  - **Divisional Deans, Director of Curriculum**

### SHORT-TERM TRAINING
- **Work with Divisional Dean to determine curriculum**
- **Implementation; communication to staff & target market**
  - **Divisional Deans, Director of Curriculum**