

SBCTC Plan Approval Request

In this tutorial, you will see how to use the new online Plan Approval Request (PAR) form as well as the process for plan approvals.

PAR Tutorial

1. New Plan Approval Requests
2. Form Outline
3. Process for Plan Approval Requests

Plan Approval Requests

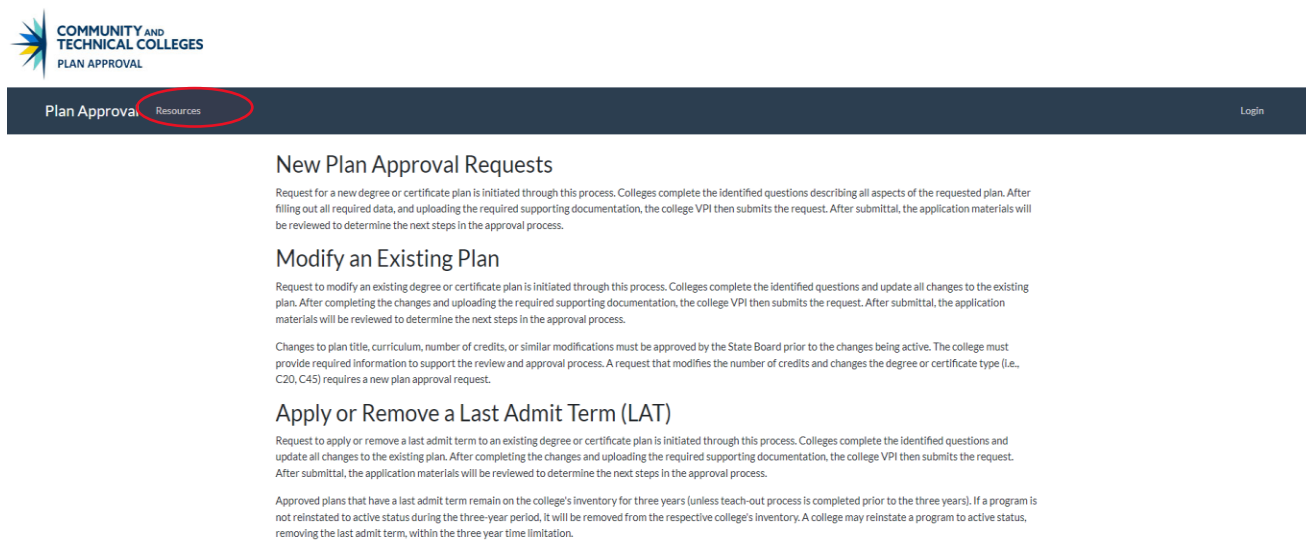
All professional-technical degree and certificate programs must be approved by the State Board for Community and Technical Colleges (State Board) prior to program implementation. Colleges will request approval of their new professional-technical degrees and certificate programs by using the online Program Approval Request (PAR) form.

The information below outlines the form and explains the information that the State Board needs to approve program implementation.

Please refer to the [PAR Guidelines](#) for more information about the approval process.

Accessing the PAR Form

Before a college can access the Plan Approval forms, they must have credentials as a user to log in. To be added as a user, please contact your college administrator (list of college administrators located under the **Resources** tab) of the Plan Approval site (image below).



COMMUNITY AND TECHNICAL COLLEGES
PLAN APPROVAL

Plan Approval **Resources** Login

New Plan Approval Requests

Request for a new degree or certificate plan is initiated through this process. Colleges complete the identified questions describing all aspects of the requested plan. After filling out all required data, and uploading the required supporting documentation, the college VPI then submits the request. After submittal, the application materials will be reviewed to determine the next steps in the approval process.

Modify an Existing Plan

Request to modify an existing degree or certificate plan is initiated through this process. Colleges complete the identified questions and update all changes to the existing plan. After completing the changes and uploading the required supporting documentation, the college VPI then submits the request. After submittal, the application materials will be reviewed to determine the next steps in the approval process.

Changes to plan title, curriculum, number of credits, or similar modifications must be approved by the State Board prior to the changes being active. The college must provide required information to support the review and approval process. A request that modifies the number of credits and changes the degree or certificate type (i.e., C20, C45) requires a new plan approval request.

Apply or Remove a Last Admit Term (LAT)

Request to apply or remove a last admit term to an existing degree or certificate plan is initiated through this process. Colleges complete the identified questions and update all changes to the existing plan. After completing the changes and uploading the required supporting documentation, the college VPI then submits the request. After submittal, the application materials will be reviewed to determine the next steps in the approval process.

Approved plans that have a last admit term remain on the college's inventory for three years (unless teach-out process is completed prior to the three years). If a program is not reinstated to active status during the three-year period, it will be removed from the respective college's inventory. A college may reinstate a program to active status, removing the last admit term, within the three year time limitation.

Refer to the **College Management Tutorial** located under the **Resources** tab for more information about access to the site and the different roles.

If you are unable to login to the form, please email programapproval@sbctc.edu for guidance.

A.

COMMUNITY AND TECHNICAL COLLEGES
PLAN APPROVAL

Plan Approval

Completion Page Test -- PDF Test

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Resources

If you have questions, email programapproval@sbctc.edu
PAR guidelines

New Plan Request

Login

1. Once logged in, on the **Plan Approval** page, select the **New Plan** link located at the top of the page (visual B below).
2. On the **New Plan Approval Request (PAR)** page, select **Create new PAR** (visual C below).
3. On the **PAR-Contact Information** page, enter your contact information. The other contact fields will be auto-populated based on information we received from your college. Select **Continue to Plan Info** (visual D below). Please email programapproval@sbctc.edu if the contacts on this page should change.

B.

COMMUNITY AND TECHNICAL COLLEGES
PLAN APPROVAL

Logged in as: Shelby Means - OLYMPIC

Plan Approval **New Plan** Modify an Existing Plan Apply or Remove LAT My Account Logout

Completion Page Test -- PDF Test

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Resources

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PAR guidelines

C.

Plan Approval New Plan Modify an Existing Plan Apply or Remove LAT My Account Logout

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New Plan Approval Request (PAR)

Professional-Technical

Use this form to request approval of a **NEW** Professional/Technical Plan. Prior to submission, please review the plan approval guidelines and documents

The State Board for Community and Technical Colleges (SBCTC) is required to approve all professional-technical degree and certificate plans prior to implementation.

The following detailed information is necessary when completing an application for most new professional - technical plans:

- Plan description, goals, and learning objectives
- Curriculum guide
- Course descriptions
- Curriculum guide
- Assessment of need
- Evidence of inter-college collaboration
- Advisory committee meeting minutes

For support with professional technical program approvals please contact, [Program Approval staff](#)

Create new PAR **Edit/Submit Plan** **Workforce Approval**

Select Program To Edit/Submit Select Program To Approve

D.

Plan Approval New Plan Modify an Existing Plan Apply or Remove LAT My Account Logout

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PAR - Contact Information

* Required fields

* Contact Name: Shelby Means

* Email: smeans@sbctc.edu

Position Title: Education Coordinator

ctcLink Ticketing System Email: appdev@sbctc.edu

Enrollment Director Email: wbelden@sbctc.edu

Financial-Aid Director Email: smeans@sbctc.edu

Institution: OLYMPIC

Continue to Plan Info Save for later

New Plan Request

ctcLink Fields

1. You will make your new plan request on the **PAR – Plan Information** page. The fields on this page are what will be entered into ctcLink (visual E below).
2. Please refer to the [PAR Guidelines](#) and view the **PAR Form Key Terms** to learn more about each field on this form.
3. Click on **Continue to Description** when ready (visual F below). You can also select the **Save for later** option if you choose to come back to the form and complete it later.

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PAR - Plan Information

* Required fields

Please complete the plan information for the requested program.

* Academic Career ⓘ

Select Academic Career ▾

* Academic Program

Select Academic Program ▾

* Academic plan description

(25 char. limit) e.g. Hotel & Restaurant Mgmt ⓘ

* Transcript/Diploma Description

(100 char. limit) e.g. Associate in Applied Science - Hotel and Restaurant Management

CIP Code ⓘ

Add New CIP Code ⓘ

* Program Type

Select Program Type ▾

Plan Code of Primary Program ⓘ

* Degree/Certificate Offered

Select Degree/Certificate ▾

Total Credits

NSC Classification

N/A

Report as NSC Program

Program Aligned to approved bachelors?

Enter Plan Code of Bachelors program

Does this program lead to completion of an Industry Recognized Credential?

Please identify Industry Recognized Credential

F.

* Effective Date ? ⓘ

* First Term Valid ⓘ

Is this program being offered fully on-line?

Program Length Type? Program Length (e.g. 01.33, 4, 12)

Exclude in OAAP

* Is the program Financial Aid eligible?

* SULA Special Program?

Request PRQ plan code ⓘ

Show in Advisement

What-If Advisor <input type="checkbox"/>	What-If PreMatriculated Student <input type="checkbox"/>	What-if Student <input type="checkbox"/>
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Is this plan offered in partnership with another college?

Partnership College

What is your status in the partnership?

Is this program being offered as an apprenticeship or pre-apprenticeship?

Apprenticeship Hours

Partner Agency

Please select up to two program categories for use in a program search for prospective students. Select a Category, then a Sub-Category

<input type="button" value="Select Category"/>	<input type="button" value="Select Category"/>
<input type="button" value="Sub-Category"/>	<input type="button" value="Sub-Category"/>

New Plan Request

Description

1. You will provide your statement of need, brief description of the program, learning objectives, curriculum guide and course descriptions, as well as advisory minutes on the **PAR – Plan Description** page (visual G below). Please refer to the [PAR Guidelines](#) on what is needed for the different program and award types.
2. Once complete with this page, select the **Continue to Assessment** button (visual H below).
3. You can also select the **Save for later** option if you choose to come back to the form and complete it later.

G.

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PAR - Plan Description

Please complete the program information for the requested program.

pnlProgramDescription

Statement of Need and brief program description

pnlExternalAccreditation

Does the program require approval/accreditation/certification external to the State Board

You have the option to add your Program Objectives, Curriculum Guide, Course Description, and Advisory Committee Minutes and Membership role for a Program to the text boxes below. Or you can upload them at the end of the request process

pnlProgramGoals

Program (goals, and) learning objectives

Curriculum guide

H.

Course descriptions

pnlCurriculumGuidePrimaryPgm

Curriculum guide for Primary Program

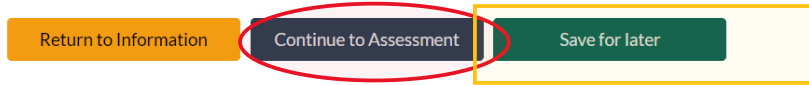
pnlAdvisoryCommitteeMinutes

Advisory Committee Minutes and Membership role

pnlClinicalWorkBaseLearning

Clinical and Work-based Learning Placements

Does the proposed program require work-based learning/clinical site placement? If yes, identify the clinical and work-based placement agreements your institution has in place to support students pursuing this program.



New Plan Request

Assessment of Need

1. You will enter the supply and demand, wage information, and inter-college communication on the **PAR – Assessment of Needs** page (visual I below). Please refer to the [PAR guidelines](#) to review the requirements for program and award type.
2. Once finished with this section, the VPI of your institution (or assigned designee) can review and complete the checklist (visual J below) before selecting **Submit Completed PAR** (visual K below). You can also **Save for later** if you need to collect more information and come back to the form.

I.

Assessment of Needs

pnlSupplyDemand

Supply/Demand

Is regional supply/demand information available for the specified program and target occupation(s)? (Emerging Occupations may require a survey of potential employers)

Select One

pnlHighDemand

Does the proposed program meet the current qualifications for a high demand field?
(For tracking purposes only, does not influence program approval.)

pnlWageInfo

Wage Information

Does the proposed program prepare completers to obtain living wage employment in the college's service area? Please use the following link when answering this question.
Employment Services Department OEWS
Living Definition

Provide career options, education level, and salary information associated with this program.
(Provide numbers, percentages, and data sources)

1 2 3 4 5

Inter-College Communication

Which SBCTC colleges (those with similar programs) might be impacted by this program start-up?
Please consult SBCTC Professional Technical Program Inventory or a list of similar programs

What are the potential impacts to the above identified colleges?
Including, but not limited to: student base, employment opportunities, clinical space, and work-based learning sites.)

Collaboration and communication is required for PAR approval. Provide name, position, college, contact information, and date for each person consulted as part of this process. Provide meeting notes/summaries of discussions related to this PAR application.

Notes

Files Uploads

Please ensure that all attachments are combined into a single PDF file in the following order: signed PARform, advisory committee form, program description/goals/learning objectives, curriculum guide, course descriptions, advisory committee meeting minutes, and (if relevant) other supporting documentation. **Max file size is 25mb**

J.

NO FILES UPLOADED

VPI Notes

VPI Check List - All check boxes must be checked to submit completed PAR

<p><input type="checkbox"/> The college has reviewed college-wide disaggregated enrollment and completion data for students of color, historically marginalized, and low-income students. The implementation of this program will include initiatives to recruit and support students to ensure equitable access and outcomes for all students.</p>	<p><input type="checkbox"/> The program has been integrated with the strategic planning and budgeting plan of the college.</p>	<p><input type="checkbox"/> The curriculum of this program has gone through the institution's established approval process.</p>
<p><input type="checkbox"/> The college will maintain an advisory committee of industry representatives to help the institution keep the program current with employer needs.</p>	<p><input type="checkbox"/> A continuous improvement plan is in place for this program.</p>	<p><input type="checkbox"/> (security statement, don't upload sensitive info, etc.)</p>

Return to Description

Submit Completed PAR

Save for later

K.

VPI Notes

VPI Check List - All check boxes must be checked to submit completed PAR

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Return to Description Submit Completed PAR Save for later

New Plan Request

Process and Timeline

1. SBCTC will receive your request once you've submitted your completed PAR and begin processing the request.
2. A copy of your request will also be sent to the individuals at your institution that are identified as departmental contacts on the PAR form as well as your campus VPI.
3. SBCTC staff will be in contact with you promptly as to next steps and communication will be via the programapproval@sbctc.edu email.
4. Once all questions are answered and further information is collected, SBCTC will submit a ticket via the Solar Winds ticketing system. Your Solar Winds contact listed on the form will be added as the client to the ticket and you will be copied to the ticket.
5. Once a ticket is submitted, communication will begin with the Solar Winds ticketing system.
 - a. *Please note that you must have full access to the Solar Winds ticketing system if you want to view the ticket in detail and respond via the ticketing system yourself.*
 - i. *To obtain access, please contact your ctLink College Leader.*
6. Once the plan is created in ctLink, it will remain in inactive status until the college reviews the new plan in the Academic Plan Table and confirms that the information in ctLink is correct.
7. Once reviewed and confirmed, the plan will be set to active status and the ticket will be resolved. This will serve as the formal approval of the new plan.