

3-1 CONCEPT REVIEW FORM

College:

Date:

College Contact:

Phone:

Email:

Education Director Consulted:

Date Consulted:

Expected WTCSB Concept Review Approval Date:
WTCS [Calendar of Events](#)

Expected WTCSB Program Approval Date:

- a. Proposed Aid Code - Program Number:
- b. Proposed Program Title: (limit of 65 characters)
- c. Tentative Program Description: (limit of 550 characters)

d. SOC {Standard Occupational Classification}

- 1) Please provide your rationale for using this SOC Code: (limit of 275 characters)

Supporting documentation attached as “Attachment A”

e. Proposed CIP {Classified Instructional Program}

- 1) Please provide your rationale for using this CIP Code: (limit of 275 characters)

Supporting documentation attached as “Attachment B”

- f. Mean Starting Hourly Salary:
- g. Single Source Request: (limit of 275 characters) Not Applicable

Supporting documentation attached as "Attachment C"

- h. Summary of Analysis of how this program supports employment demand is found in the supporting documentation attached as "Attachment D" Refer to Chapter 1 KB-2 for explanation of required documentation.

- i. Projected job openings per year: Year 1 Year 3 Year 5
Projected completers per year: Year 1 Year 3 Year 5

- j. Program method of delivery:
100% Online 100% Face to face Hybrid

- k. Documentation of member participation and outcomes of the Ad Hoc/advisory group

Supporting documentation attached as "Attachment E"

- l. Summary of initial discussions with other WTCS districts offering a similar or same program. Included is evidence of Notification letter to ISA as described in Chapter One of ESM. (limit of 275 characters)

Supporting documentation attached as "Attachment F"

- m. Documentation of District Board Approval of the Concept Review attached as "Attachment G"

Signature: _____ Date: _____
District President or Instructional Services Administrator

Printed Name: _____

When document is complete, please submit this form and attached documentation via a single ".pdf" file, including attachments to programs@wtcsystem.edu