

WTCS Occupational Program Approval Process

The State Board takes into consideration all criteria presented, and weighs the evidence in a holistic process; therefore approval is based on the overall quality of evidence, not a single criterion.

Concept Review (for State Board Action)

- Aid code and proposed program number.
- Proposed program title.
- Tentative program description.
- The occupational title(s) and the associated Standard Occupational Classification Code.
- Mean starting hourly salary.
- Source of Single Source Request, if applicable.
- An analysis of how this new degree program supports employment demand in the district:
 - Description of the assessment methodology.
 - If survey methodology, specify the rate of return. If out-of district surveys were used, a copy of the notification to ISA(s) affected by the need assessment must be included.
 - Analysis of labor market and employment trends for graduates & student demand for the program.
- List of stakeholders working in an Ad Hoc capacity, and summary of their discussions that support the new program.

- Summary of initial discussions with other WTCS districts offering a similar or same program.
- Expected State Board "Action" meeting date.
- Documentation of District Board approval.

Program Approval (for State Board Action)

- Validate Concept Review information.
- Response to issues/concerns or questions raised by the State Board in the Concept Review phase.
- How the new program provides an "Adult Career Pathway" including dual credit opportunities in high schools, possible Embedded Technical Diplomas/WTCS Pathway Certificates within the proposed program and laddering opportunities to other WTCS programs &/or 2- & 4-yr universities.
- Estimate of FTE and Headcount.
- Documentation of costs
- An analysis of the reasonableness of the cost/benefit to district stakeholders.

Concept Review → Program Approval

