

Quick Start Guide to Program Approval

NEW - POSTSECONDARY

What types of information will you need to complete the program request process?

You should gather together the following types of information before you begin:

- Email addresses of any people that you would like to include in the contact list for this web request.
- General program information, such as name, description, program area, CIP code, the program length, and the type of degree to be awarded. To look up a CIP code go to: <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- A list of courses for the program, as well as detailed course information such as the certificate or degree title, course number, course title, course description, course hours (credit hours), and length of program in weeks for financial aid eligible awards. If your course(s) ARE in the Common Course Numbering database then you will only need the course number to look them up. If your course(s) are NOT in the Common Course Numbering database and you are a CCCS affiliated college, you will need to contact Angela.williams@cccs.edu.
- Information on the supply and demand evaluation and some evidence that the program is not duplicated within a 50 mile radius. Supply and Demand Information links can be found on the program approval General Information page. To check that a college is not duplicating within the 50 mile radius, go to http://ctep.cccs.edu/energizer/reports/report_list.jsp and pull the report for ACTIVE PROGRAMS FOR A CIP
- Select from the dropdown list in program approval any occupations for which the program prepares students.
- Optionally, select from the dropdown list in program approval any skill standards organizations that affect the program.
- Information about the classroom floor plan (only for certain program areas). You will need to keep a copy of the floor plan drawing on file.
- For a NEW program, you will need information about the Program Development Team. The Program Development team should consist of an instructor, a counselor, an educational administrator, a special population representative, an advisory committee member, and at least two Team Members with current, appropriate occupational experience.
- You will need to keep their contact information on file. You will need to keep a copy of your two most recent meeting minutes on file.

It is very important that you collect all the information designated to be saved "on file" and keep it along with a printed copy of the Review page. Your program may be audited by a CCCS Program Director and said program may be put on probation if the

required materials are missing.

If you have any questions about the information needed, please contact the [Program Director](#).

RENEWAL - POSTSECONDARY

What types of information will you need to complete the program request process?

You should gather together the following types of information before you begin:

- Email addresses of other people that you would like to include in the contact list for this web request.
- General information about the program, such as its name, description, program area, CIP code, the program length, and the type of degree to be awarded.
- A list of courses for the program as well as detailed course information such as the certificate or degree title, course number, course title, course description, course hours (credit hours), and length of program in weeks for financial aid eligible awards. If the courses are in the Common Course Numbering database the course number will be needed for the programming to look them up.
- Information on the supply and demand evaluation and some evidence that the program is not duplicated.
- Percent average of passing rates on state/national tests over the last 5 years. This information is only required if the program area has state or national testing such as Nursing.

Keep on file a list of all current Advisory Committee members, their occupational title and place of employment. Keep a copy of the two most recent meeting minutes on file.

**** (Is this the Program Development Team?) No, this is not the college Program Development Team. An Advisory Committee must be comprised of 51% business and industry. The Advisory Committee handbook can be found at: <http://www.coloradostateplan.com/AdvCommHdbk/IndexAdvComm.htm>

- Advisory Committee Chair's contact information including name, phone number, and email address.
- Information about articulation with other schools including the institution name, a contact at that institution, and the year.
- A copy of your program's five year plan on file.

There will be other questions about the program on the forms, but the above materials should be a good start to filling out the information requested.

It is very important to collect the information designated to be saved "on file" and keep it along with a printed copy of the Summary Review page. The program may be

audited by a CCCS Compliance Manager from the audit department and the program could be put on probation if the required materials are missing.

If you have any questions about the information needed, please contact the [Program Director](#).

How to use the web site *(in brief)*

Please read through this entire **Help** page before beginning the form completion process. Please print this page and refer to it as needed. Feedback on recommendations for clearer instructions is always welcome. Please send those recommendations via email to [Victoria Ekelund](mailto:Victoria.Ekelund@cccs.edu).

Step 1:

A user ID and password is required to access the program approval site (except for the **Help** page) for your college. There are two ways to login to this system: through the Institution login or through the Department level login. The Institution login allows the viewer access to all programs approved in the Institution while the Department login allows the viewer access to only those programs approved within that particular department(s) to which assigned.

If you are unsure about your login or have questions about the process of using this web site, please contact Victoria Ekelund via e-mail at victoria.ekelund@cccs.edu, or by phone at 303-595-1613.

Step 2:

The Dashboard interface is where access is kept for CTE programs and related data and information. Current messages from CCCS will be at the top of the page. These messages will include important updates and/or changes going on with the program approval system or other related topics since your last login.

Under the message board is the specific designation for the user. i.e., which institution or departments you will have access to.

The first button, above the Dashboard, is the **NEW WORK AREA** button. This is to create a new web request ID and follows the current rules for NEW PROGRAM. (ie one CIP code in use per institution). It is now possible to look up existing CIPs in the CCCS database for your college by going to the **Approved Programs** tab and sorting by the CIP header before creating a new program. If you have clicked on the **NEW WORK AREA BUTTON**, you will be at the "Program Approval - Creating a New Work Area" page. This page remains the same for now.

The **Dashboard** itself is comprised of "tabs." These tabs give specific information on all the programs you have access to. The default tab is "**REQUESTS**" tab. The requests tab is tied to all the programs within your user level designation that are on a WEB REQUEST ID. This tab provides you hyperlinked WEB ID #'s, the current WEB REQUEST STATUS, when it was created and submitted and department (PS) assigned. If you click on a header, the lists will sort by that header in alpha or numeric order. If you click on the WEB ID hyperlink, you will go to the

program approval itself. The program will be frozen or "read only" if the request status is not "Open for Revision" or "Open for Renewal" or "Information Needed for CTE." Clicking on the "Pending Requests Only" checkbox above the Dashboard will remove all programs not currently in process with CCCS, i.e., showing those programs that are currently in process. **NOTE:** Postsecondary can assign departments here; however the departments must first be created by going to the Department List tab and then clicking on the Add New Department button above the dashboard. Department assignment is an option and is not required. Postsecondary can also assign programs by campus; to do this go to the Department List tab and click the *Add new Department* button housed above the dashboard.

The *second* tab is "**APPROVED PROGRAMS**" tab. The information provided here is what is in the CCCS database and includes approved and expiration dates, what the program status is: ACTIVE (renewed), NEW, Conditional, Inactive, or Closed; fiscal/program ID and CIP. If you uncheck the default of "Active Programs Only" checkbox located above the Dashboard, the closed programs will also show. Many of the closed programs will not show a web request ID if they precede the online approval system and will be marked ARCHIVED. Closed programs on a web request ID are required to be opened for renewal when the college reinstates that CIP code.

The *third* tab is "**CONTACTS**" tab. It will include all contacts for a district or college including hyperlinks to the contact update page. The CTE Director/ VPI/Program Approval Coordinator has authority over all contacts within the college and may assign users at their discretion; department level users, once assigned, will only be allowed to update their own contact information. To add a contact, be on the "contacts" tab and you will see the **ADD Contact** button. If you believe the person you are adding has a user name and password in the old login system, fill out the first four (4) required fields, submit this information, and then click the hyperlink to go back to the contact page for this person. A key will be generated next to the password box if the contact is in the old system. Click this key and the existing password will fill in. Or use the "gear" icon for a computer generated password. To send an email to yourself or the person you are adding or updating, be sure to click the email notification check box before hitting submit.

The *fourth* tab on the main Dashboard is the school or department list for the college. Clicking on a department hyperlink will bring up just the programs related to the department. This will bring up a new Dashboard that is related to that department's programs only. To return to the main Dashboard, go to the *Return to Dashboard* hyperlink in the upper left hand corner. This tab is where departments are added, deleted or edited. To add a new department, click **ADD Department** button located above the dashboard.

The *fifth* tab on the main Dashboard is the program performance for district or college. All data is conveniently accessible here for the college's approved programs which include the six performance metrics based on five-year performance submitted data. Click on the chart icon to pull up the corresponding graphs for the program data you wish to look at. The EXCEL icon to the right of the dashboard will create a spreadsheet of the current tab you are on that can be saved as needed.

Step 3:

By clicking on a "Web Request ID" hyperlink, the "Program Approval - Main Application" page

for that web request id will show up. This page includes all the steps required for the program approval itself.

Step 4:

Fill out each form section, in sequential order, by clicking the "Edit" button next to that section. Each section has the following parts:

- A form to fill out with the following types of fields:
 - optional data
 - Required data is designated by red stars *. The page will not "Save" until all required field(s) are filled in.
- A "breadcrumb" bar at the top of the page shows the current page location in the process. It also has links back to the "Main Application Page" and to the "Logout" page.

Note: At any time you may logout and return at a later time. Please see the "session" FAQ question below.

- A "CANCEL" button at the bottom of the page on the left hand side - clicking this button will cancel any changes to the fields that you have typed and return you to the "Main Application Page." It will not save any information that has been typed into that form.
Note: - by returning to the "Main Application Page" in the middle of the process, you can "see" what you have completed by noting the text color of the section headers on the "Main Application Page." The sections that you have successfully completed will be gray in text color rather than black. Do not think that because the EDIT button is grayed out that those pages are no longer editable. It just means that the required fields are filled in.
- A "SAVE" button at the bottom of the page on the right hand side - this button must be clicked on in order to save new information or any edits that may have been made when/if re-visiting the same section again. Clicking the "SAVE" button will store the information in the database. If there are any errors, the same page will be reloaded with error messages in red text. If everything was successfully saved, the next page or section will automatically load. At this point, continue to fill in the next form or return to the "Main Application Page" by clicking the "Main page" link at the top of the page in the "breadcrumbs" bar.

Context sensitive help - At the top or bottom of some of the form sections is help text. Please read this information first if there are problems being encountered.

Open for Renewal/Revision Explained

On the dashboard page under tab1, **REQUESTS** tab, a new link called *renewal* has been added for those requests that meet the criteria to be opened for renewal. Click the link and a confirmation box will ask that this action be double checked. By clicking "OK" a confirmation email will be sent out with request summary, work flow summary, and approved program summary. The status of the request will be changed to "Open for Renewal (by field user)."

The field user can open a request for renewal if all the following conditions are met:

- The program request is a new, renewal or adding school type web form;
- The current program request status is "Approved Process Completed," "Revision Approved," "Revoked," "Active," "New," "Conditional," "Closed," or "Reactivated;"
- The program has the approved programs status of active, new, conditional, or closed;
- The program is (not expired and is within one year prior to expiration date) or (program already expired but prior to June 30th of that fiscal year).
- No renewal request has been created for the corresponding program at the same school.
- No duplicate CIP exists due to this action, i.e., there won't be two programs with the same CIP at the same school

On the dashboard page under tab1, **REQUESTS** tab, a new link called *revision* is added for those requests that can be opened for revision. By clicking the link a confirmation box will ask you to double check this action. If you click "OK" a confirmation email will be sent out with request summary, work flow summary and approval program summary. The status of the request will be changed to "Open for Revision (by field user)". **PLEASE do not click on this link if you just want to VIEW the program. To view the "read-only" program, click on the 4 digit web ID hyperlink.**

The field user can open a request for revision if all the following conditions are met:

- The current program request status is "Approved Process Completed," "Revision Approved," "Active," "New," "Conditional," or "Reactivated;"
- The program request is tied to a program;
- The program has the approved programs status of active, new or conditional;
- There has been at least 90 days since the program request was officially approved (Approved Process Completed or Revision Approved);
- The program will not expire within 180 days;
- It is a NEW program and there is no renewal request tied to the same program id and school.

There is now an option available where a request could be opened for renewal and opened for revision in the same time frame. In this case, the link will be changed to *renewal/revision*. The criterion for this is within one year of expiration but not less than 180 days. By clicking the link, you will be redirected to another page with two radio buttons. Pick either **Open for Renewal** or **Open for Revision**. The confirmation box will appear after a choice has been made. The process will follow the renewal/revision process described above depending on your selection.

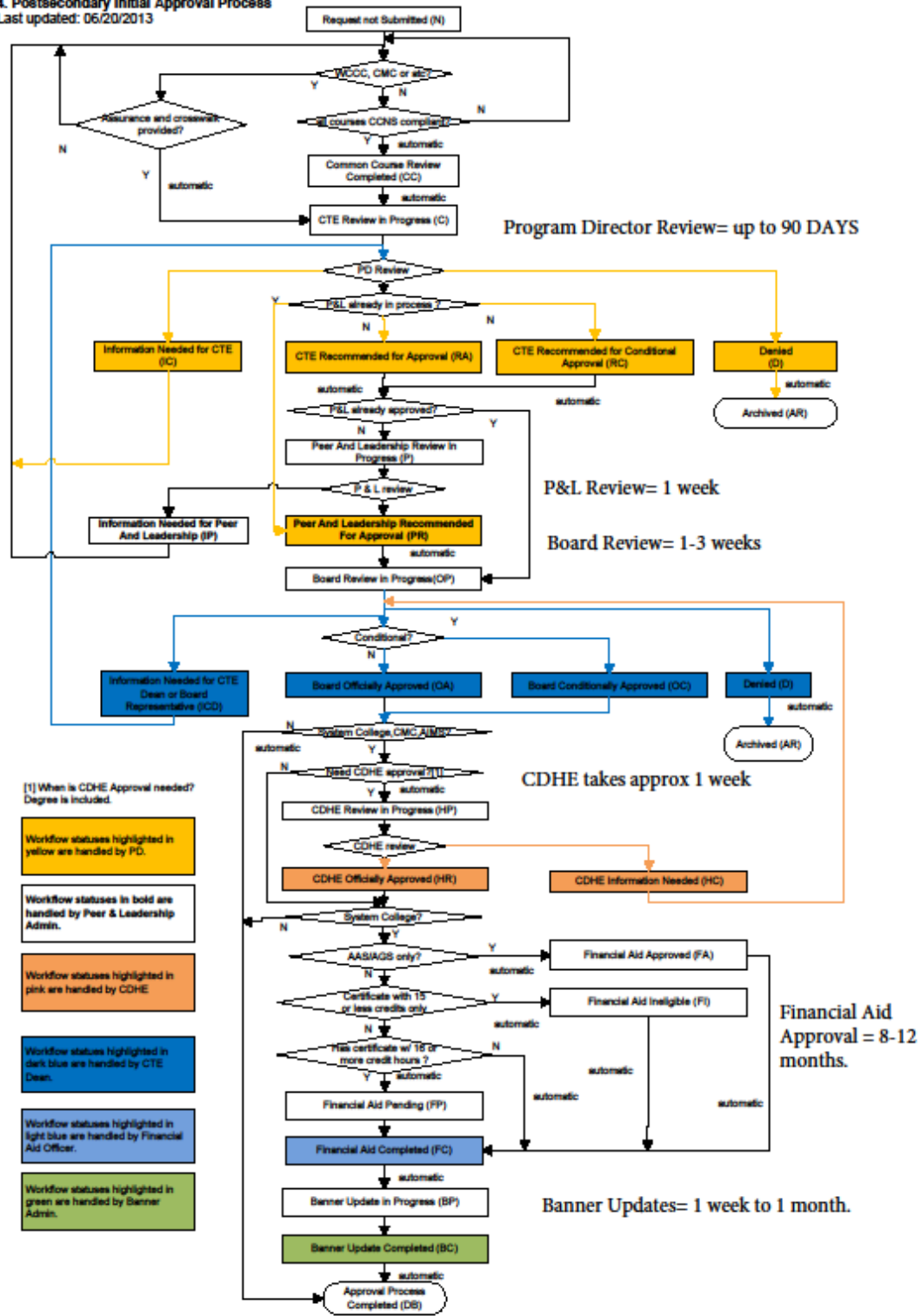
NOTES:

If the program needs to be opened for revision within 90 days after a renewal or a previous revision, the system office will need to approve the request. Please contact the program director for assistance.

If a program is Closed or on Inactive status and needs to be re-activated for renewal, please contact [Victoria Ekelund](#), 303-595-1613 or the [Program Director](#).

4. Postsecondary Initial Approval Process

Last updated: 06/20/2013



[1] When is CDHE Approval needed? Degree is included.

Workflow statuses highlighted in yellow are handled by PD.

Workflow statuses in bold are handled by Peer & Leadership Admin.

Workflow statuses highlighted in pink are handled by CDHE.

Workflow statuses highlighted in dark blue are handled by CTE Dean.

Workflow statuses highlighted in light blue are handled by Financial Aid Officer.

Workflow statuses highlighted in green are handled by Banner Admin.

Program Director Review= up to 90 DAYS

P&L Review= 1 week

Board Review= 1-3 weeks

CDHE takes approx 1 week

Financial Aid Approval = 8-12 months.

Banner Updates= 1 week to 1 month.

Figure 1: PDF Image Postsecondary NEW program approval workflow

5. Postsecondary Renewal Approval Process
 Last updated: 06/20/2013

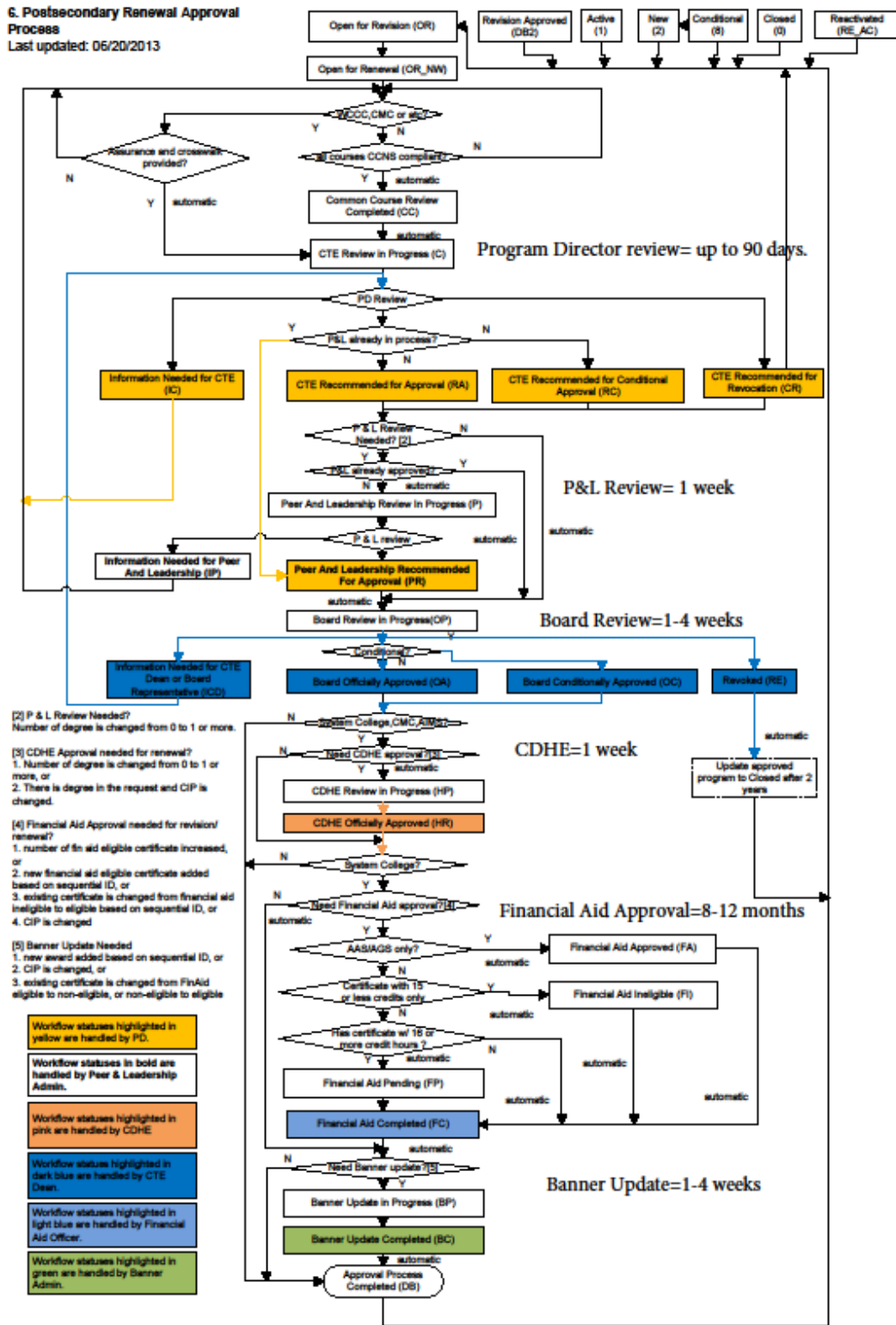


Figure 2: PDF Image Postsecondary Renewal program approval workflow

5. Postsecondary Revision Approval Process
Last updated: 06/20/2013

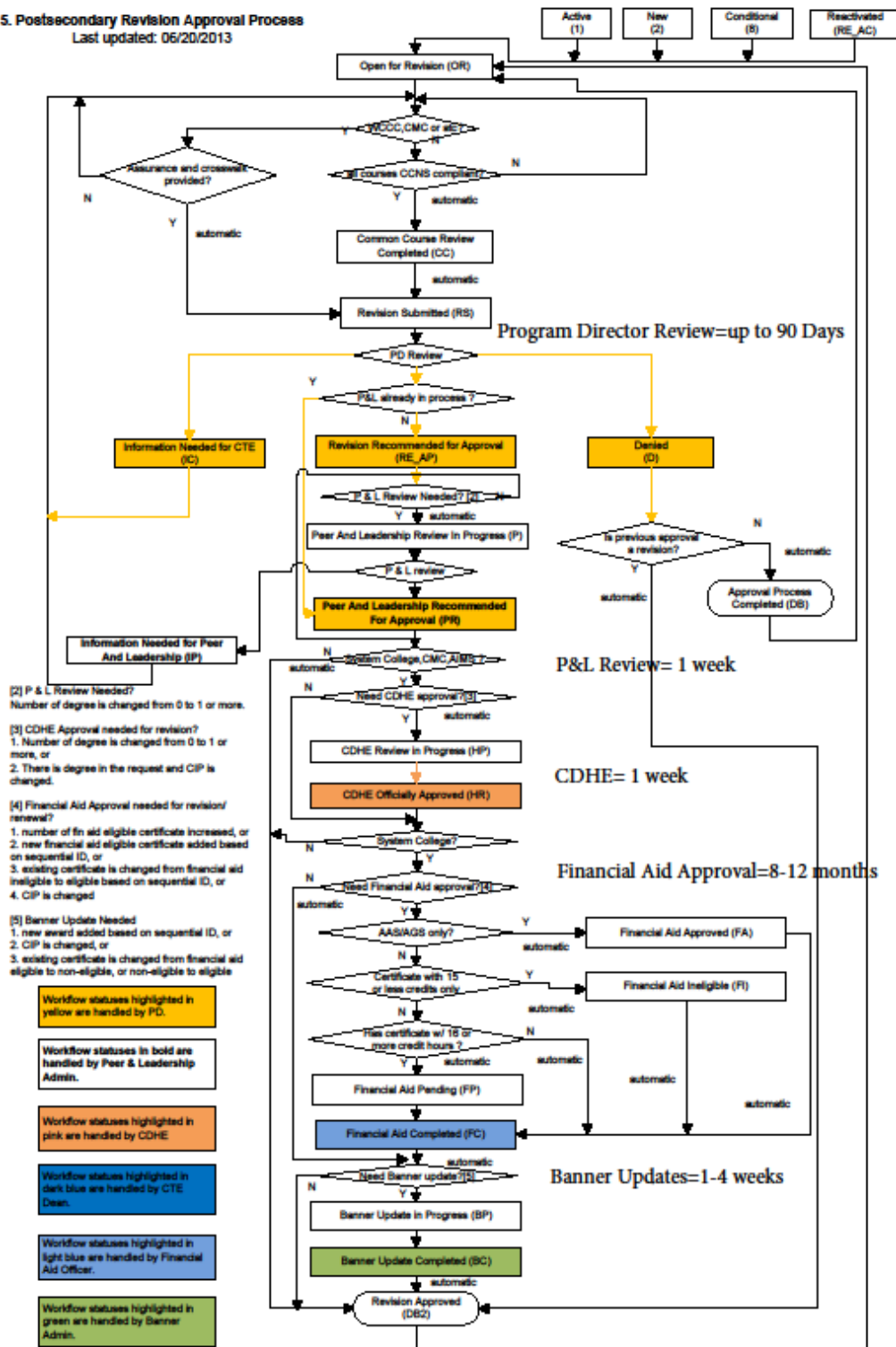


Figure 3: PDF Image Postsecondary Revision program approval workflow