

**ALAMO COMMUNITY COLLEGES
NEW PROGRAM DEVELOPMENT
PRE-APPLICATION CHECKLIST
for _____ College**

Program title:

CIP:

A. Program objectives (Refer to the THECB GIPWE.)

B. Existing program information for the initiating college:

List other colleges within the Alamo Colleges system that offer this program or a related program and specify the award(s) currently offered. Include levels and CIP codes for each. (Resource: Alamo Colleges District EWD Department or THECB inventory.)

C. Occupational Need:

1. Is the number of employment opportunities in this job growing? Yes___ No___

Supporting evidence: Number of available positions currently open: _____

2. Will the need for trained personnel be sustained over the next five years? Yes___ No___

Supporting evidence: Number of positions estimated to be created over the next five years

Source:

3. What information is available from local and/or state labor market sources concerning this occupational title?

a. Is this occupational title on the Demand Occupations List? Yes___ No___
(Source: www.alamoworksource.org)

b. Indicate the entry-level salary for this occupational title:

_____/hour _____/month _____/year

Source:

D. Assessment of Employer Support:

1. How many companies will show preference to hiring completers of this program? _____
2. How many companies will provide employees incentive to complete this training by providing
 - a. Higher pay? _____
 - b. Opportunity for promotion? _____
 - c. Tuition or other financial support? _____

E. Assessment of Training Capacity

1. Geographic implications for program location
 - a. On a map, indicate the companies that would support and/or be served by the development of a new program for this occupational title.
 - b. On the same map used in "item a" above, indicate locations of institutions with currently existing programs within a fifty mile radius, if applicable. Please use a legend.

2. Suitability of campus resources to support this program:

- a. Does the college currently have the following resources to begin this program?

Equipment	Yes	___	No	___
Facilities	Yes	___	No	___
Faculty	Yes	___	No	___
Instructional resources	Yes	___	No	___
First-year budget	Yes	___	No	___

If "No" to any of the above areas, describe the resource commitment needed.

- b. Should this program be provided by more than one college? Yes ___ No ___
Provide a brief rationale.

F. College Commitment to Develop a New Program

Based on the above information and the attachments, the administration of this college is committed to the full development, implementation and sustained operation of the program until the demand has been fully satisfied.

Signature _____

Date _____

Title _____