

**San Diego Mesa College  
Career Technical Education**

**New Program Exploratory Worksheet**

**New Program:**

**Faculty Member Name:**

**Department:**

**Phone Number:**

**Email:**

**This form is for an exploratory consultation with Associate Dean of CTE**

Components to Consider	Notes	Follow up needed?
<p><b>Start Up Costs</b>            What equipment might be needed for the program?            What Software may need to be purchased?            Is training required for staff to teach in this program?</p>		
<p><b>Program Development</b>            What technical expertise may be needed to start the program?</p>		
<p><b>Long Term Costs</b>            Is there an annual fee to update required software?            What supplies may be needed for each class?            Would program equipment need regular maintenance?</p>		
<p><b>Facilities and Storage</b>            What type of facilities might be needed to house this program?            Are facilities currently available of this program?            What type of storage may be required for the program?</p>		
<p><b>DCP/ Internships</b>            Are DCP or internships required?            Are DCP placements available?            Is personnel available to train students on site?</p>		

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<p><b>Accreditations</b>          What is the accreditation process?          What fees are required?          Is there an ongoing cost?          Is accreditation required or merely helpful?</p>		
<p><b>License</b>          What are potential exam fees?          When is the exam offered??</p>		
<p><b>Faculty</b>          Is specialized faculty needed for the program (for accreditation)?          What is the Load impact on faculty?</p>		
<p><b>Staff</b>          Would new staff need to be hired for this program?</p>		
<p><b>Enrollment/Cohort</b>          Is it a cohort program?          Expected enrollment?</p>		
<p><b>Advisory Board/Industry Partnerships</b>          What type of partnerships are needed?          Are there people for an advisory board?          Are there professional organizations?</p>		
<p><b>Labor Market Information (LMI)</b>          Do you have a COE report?          Do you have a request from industry?</p>		
<p><b>Length of Program</b>          How long is a student expected to take to complete the program?</p>		

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<b>Transfer</b> Where does this feed into? Is there an ADT?		
<b>Timing</b> What is the expected (desired?) timeline for the program to start?		
<b>Discipline</b> What is the possible TOP Code? - Link to website		
<b>Other Programs</b> Is there existing curriculum from other schools? What other San Diego regional schools offer this program? What is their cohort size?		
<b>Other Impacts</b> Do related disciplines have the capacity for additional students to complete necessary prerequisite courses?		