

CHC Program Initiation Process

Overview

- Board Policy 4020 requires that each college establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.
- Program Initiation Review is a process meant to assure that the College's instructional resources are used in response to the College's Mission, its Educational Master Plan, the needs of its students, and the requirements of the community it serves.
- The term program as it relates to this review process includes all degree and certificate programs, all disciplines, all departments or other campus units.
- Program initiation may be introduced by any constituency or group. Regardless of where the discussion is initiated, the Academic Senate, in accordance with the district's policy to "rely primarily" on the Academic Senates advice in academic matters, will guide the process and produce the recommendations.

Program Initiation Process

A review is required prior to forwarding a program initiation proposal and must address the following as applicable:

1. Vision:

a. Tell us the Vision for this new program

To provide a rigorous and supportive academic program and early college experience to a Middle College High School (MCHS) student population, with an emphasis on those who have been historically under-served and underrepresented in colleges.

b. In what ways will this new program advance the vision of the college?

Crafton Hills College MCHS students will be able to expand their academic studies and experience personal growth with the support of both the high school and college staff.

2. Mission:

a. Tell us the Mission for this new program

Advancement of academic and career goals for MCHS students by providing them the opportunity to begin their college studies while in high school.

b. In what ways will this new program advance the Mission of the college?

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning. Creating a MCHS program provides an opportunity for local high school students to expand their education to include college courses. This advances both their educational as well as career

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success. This program would also increase the diversity of students attending Crafton Hills College.

3. **Description of Program:** Please include the following:

a. *Organizational structure and staffing*

The school district would decide on a location to house the high school students and provide the high school classes. Oversight of the entire high school component of this program would be done through the cooperating school district. College classes would be offered at the off campus location or students would come to campus to take classes. College classes at either location would fall under our current organizational structure. A few additional college staff would be needed. There would be a need for a college staff person to act as a liaison between the school district and the college. This person would need to be familiar with the requirements for high school students as well as the college system. A part time college counselor who specializes in middle college high school would also need to be available for high school students.

b. *Whom the program will serve (including demographics and representativeness of population served)*

The most likely partnership for this initiative is the Yucaipa School District. The district has expressed interest in creating a MCHS as has Inland Leaders Charter School in Yucaipa. The student population target would include high ability underachieving youth, or youth with circumstances that would hinder the academic performance at a traditional high school as well as students interested in accelerating the completion of college units.

c. *Provide a list and a brief description of the services that will be provided*

Since the School District partner is responsible for ensuring the high school students complete all of the state requirements for high school graduation as well as the facility the high school students use, the services provided by the college would be minimal. MCHS students are enrolled in our regular college classes. The college and faculty will provide instruction to MCHS students in the same manner they currently do to college students. Counseling services targeted towards MCHS student will also be necessary to support a seamless enrollment of high school students into the college classes.

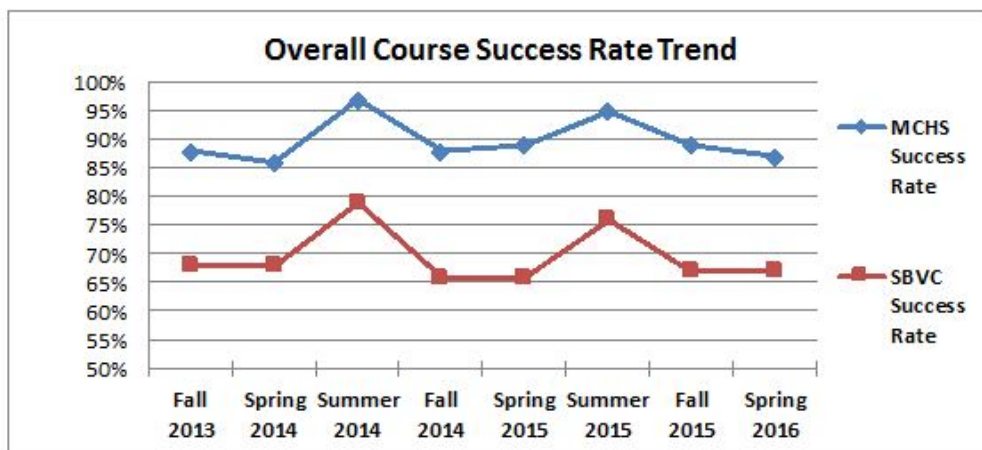
d. *The impact on students and student success;*

Both informal interviews, with staff working with Middle College High School Students at SBVC and Norco College, and formal research on MCHS students is positive. Multiple studies show benefits to minority and underrepresented students:

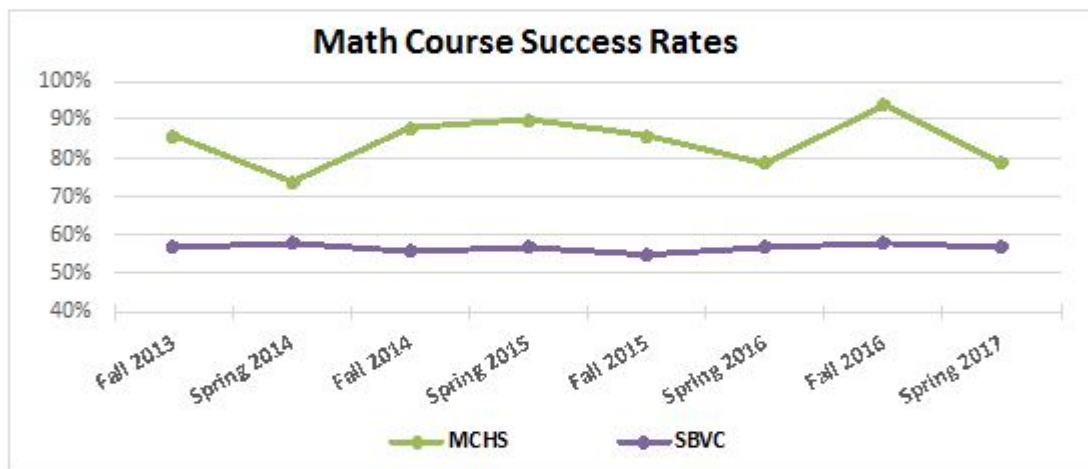
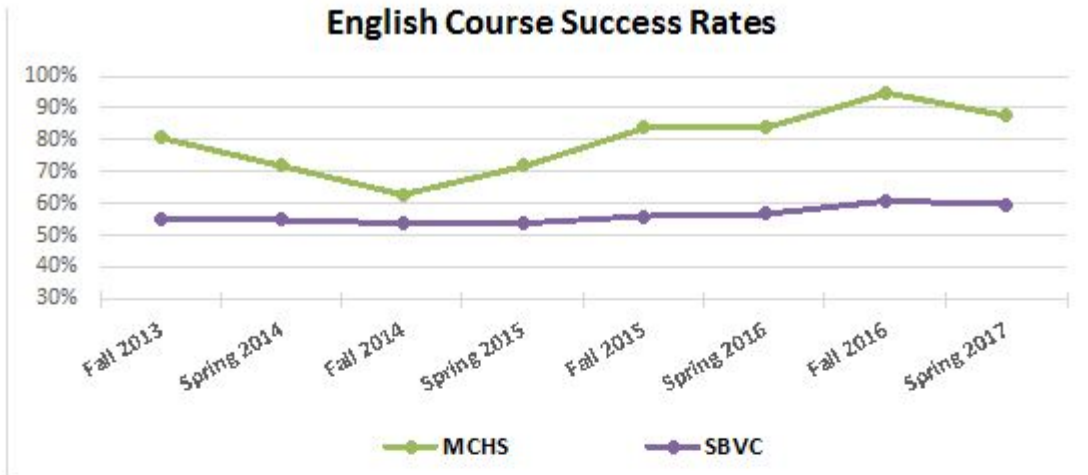
- More likely to continue with college/complete a degree
- Less time to complete degree
- Less cost to complete a degree
- More positive attitude towards college in general
- Reduction in the traditional educational attainment gaps between advantaged and disadvantaged students.

Data from SBVC indicate that Middle College High School students' success rates were nearly 20 percentage points greater than the average of all non-distance education courses completed campus-wide at SBVC between fall 2013 and summer 2016.

Middle College High School Performance Measures				
Term	Overall Success Rate	Overall GPA	English Success Rate	Math Success Rate
Fall 2013	88%	3.11	81%	86%
Spring 2014	86%	2.98	72%	74%
Summer 2014	97%	3.45	88%	96%
Fall 2014	88%	3.07	63%	88%
Spring 2015	89%	3.02	72%	90%
Summer 2015	95%	3.43	94%	97%
Fall 2015	89%	2.98	84%	86%
Spring 2016	87%	2.94	84%	79%
Summer 2016	89%	2.98	100%	75%



This trend continued even when Math and English was disaggregated.



- e. The impact on the comprehensiveness and balance of offerings across the college curriculum and within the district;
The impact of this program on the college curriculum could range from minimal expansive. Since the high school students are taking our regularly offered classes, there is no need to create new courses or programs of study. However, having regular contact with high school personnel and students may provide insight into programs of study or classes that might be beneficial to add to our current offerings.
- f. The impact on the educational and budget-planning process used at the institution;
There could be some financial impact to the college since it will be necessary to hire a Liaison/Administrator as well as part time counselor. However, the grant money available to support MCHSs can be used to offset these costs. The college would benefit from increased enrollment however, exactly how much will depend on the number of students participating. It is common practice with this program to do a rolling start therefore it could take a few years before the college would experience the full financial benefit.

There could be some challenge with balancing/managing two different academic calendars.

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Mandating standardized testing dates that may conflict with the community college's schedule.

The college may need to work with the high school staff to provide an orientation or preparation classes, for students who need additional support to become academically and socially prepared to make a successful transition into college.

- g. The positive and/or negative impact on transfer to four-year colleges and universities; The Middle College National Consortium 2013-2014 reports indicates:
 - High School Graduation Rate: 87%
 - Postsecondary Partnerships: Two-year institutions (83%),
 - Four-year institutions (17%)

At SBVC 27% of the Classes of 2016 and 2017 also earned Associate's degrees the same year as their high school diploma.

- h. The effects of the program on local businesses and industries;
Programs that offer targeted education and training are beneficial to the local community and businesses. Students are able to pursue jobs and careers quicker as well as have more time to build experience.
Because of the overall success of MCHS programs, Crafton would be joining a few local area colleges that also provide a MCHS program. Valley College has had good success with this program for over 10 years. Norco College, Riverside Community College and are other colleges in the area that offer a MCHS program. Since all of these colleges pull from different geographical areas, the competition for students is minimal.
- i. The effects of the program on faculty and staff;
On one level the impact to faculty is minimal. MCHS students will be enrolled in classes the college and faculty are already offering. Accommodations to classes would be minimal and may include providing other learning opportunities if there are age limits on classroom assignments (visiting an offsite location, watching and R rated movie, etc). On a more global level, the faculty and college will need to address issues such as Mandated Reporting, how students would be selected for the program and to establish expectations and goals for this program.

Decisions made through the Program Initiation Process must be based on a broad and thorough ongoing investigation of factors relating to the benefits of a program for students, for the college, and for the community. They must, therefore, take into consideration information that goes far beyond simple measures of current student demand or weekly student-contact hours. The following general types of information should be gathered as needed and weighed in the process of formulating a recommendation:

1. *Relation of the program to the college Mission*
2. *Relation of the program to the Educational Master Plan*
3. *Measures of student demand as applicable (student demographics, student interest, high demand courses, degrees, or certificates, etc.)*

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4. *Measures of labor-market demand as applicable*
5. *Projected impact on overall educational program, students, faculty, college budget, community*

Program Initiation Review Process

- The process of for Program Initiation Review is carried out by the Academic Senate.
- The proposal will be reviewed by the following bodies
 - Discipline Faculty (if applicable)
 - Department under which the new discipline will be housed
 - The CHC Chairs Council
 - The Academic Senate
 - The CHC Crafton Council
 - Other (as deemed appropriate)

Outcomes

A Program Initiation recommendation for action, either supporting or declining the adoption of the new program or discipline will be forwarded to the CHC Crafton Council by the Academic Senate.

This Recommendation must include the following:

1. a summary of the process used
2. a review of all data consulted
3. detailed assessment of the recommendations' impact on the College's overall educational program and budget, as well as its impact on all students, faculty, and staff involved.

Approvals

Program Initiation Review recommendations from each body shall be forwarded to the Academic Senate for recommendations/approval. The Academic Senate recommendations/approval are forwarded to the Crafton Council for review and approval. The recommendations/approvals of both the Academic Senate and the Crafton Council are forwarded to the following committees as an information item only: Curriculum Committee, Chairs, PPR, and Budget. The College President makes the final decision and will share the decision and justification for the decision with the college campus including all constituency groups.

"The College President and College Academic Senate President shall make program initiation recommendations to the Board of Trustees for approval. The recommendation shall include a description of the review process and the reasons for the recommendation." Copies of the Review of Educational Programs, signed by the College President and the Academic Senate President, shall be on file in the Office of Instruction.

College President _____ Date: _____

Senate President _____ Date: _____