**Program Approval Matrix (PAM)**

**Phase Zero – Program Development (Modified)**

**Step 1: Notify Dean and Vice-President of Instruction of Developing Project. Notification May Occur Via an Email or Meeting.**

**Date of Notification:**

**Program Name:**

**Step 2: Document who is Making the Recommended Modification (choose from categories below) and Include the Rationale and Desired Outcome**

**Special Note:** The recommendation may come from more than one category. If that is the case, please note all categories.

|  |  |
| --- | --- |
| Administration |  |
| Program Leadership |  |
| Employers (Workforce Development, Needs and/or Changes) |  |
| Students |  |
| Partners |  |
| Third-Party Agencies & Organizations |  |
| Higher Education Institutions (Partners) |  |

**Step 3: Projected Implementation Term**

|  |
| --- |
|  |

**Step 4: Additional Information Applicable to Requested Modification**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Project Leader’s Signature** |  | **Date** |

**Step 5: Submit Completed Form to Dean for First Review**

**Special Note:** An Executive Summary Does Not Need to Accompany This Form; Additional Information Helpful to the Review May Be Attached.

**Dean’s Comments**

|  |
| --- |
|  |

 **Approved**

 **Denied**

|  |  |  |
| --- | --- | --- |
| **Dean Signature** |  | **Date** |

**Step 6: If approved by the Dean, Submit to the Vice-President of Instruction**

**Vice-President’s Comments**

|  |
| --- |
|  |

 **Approved**

 **Denied**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Vice-President of Instruction Signature** |  | **Date** |

**Step 7: If Approved, The Vice-President’s Office Will Contact the Project Leader to Begin the Modified CAM Process to Include:**

* Executive Summary
* KBOR Documentation
* Meeting Schedule

**11/9/20 E.S.; Updated 12/9/20 E.S.; Updated 12/17/20 E.S.**