Barton Community College

Program Research Request

Potential Program of Study:

College Requestor & Title:

Division/Program Area

# Source of Program Interest and/or Demand (Examples: College, Employers, Partner, 3rd Party Request):

**Approval to move forward**

**Dean** **Vice-President**

# Please attach all documentation for each section

**[ ]  Industry Survey** – Collection of Information to Assist Labor Market Research & Occupational Profile Preparation

**[ ]  Labor Market (Submit Data Request Form for Labor Market & Occupational Profile Sections – Research Completed by IR Department)**

* + KBOR Requirements
		- Identify Employer Demand/Labor Market Need at the Local, State and Regional Levels
			* Employment Trends & Projections
			* Existing & Anticipated Job Openings
			* Estimated Starting Wages
			* Existing & Future Labor Demands
				+ KBOR Required Sources

Kansas Job Vacancy Survey (<https://klic.dol.ks.gov>)

Department of Labor Statistics ([www.dol.ks.gov](http://www.dol.ks.gov)).

**[ ]  Occupational Profile -** <http://www.acinet.org/> (other sources may emerge)

* + Emerging/Evolving Occupations
	+ Position Titles
	+ Job Postings
	+ Educational Requirements
	+ Certification Requirements
		- KBOR Requirement: Identify any existing industry-based certification supported by this program.
	+ Top Employers
	+ Unemployment Statistics
	+ Training Competitors
		- KBOR Requirement
			* Name of the institution
			* Name of the Program
			* Number of Students Enrolled
			* Program Capacity
			* Number of Students on Waiting Lists

**Approval to move forward**

**Dean** **Vice-President**

**[ ]  Focus Group Prep**

|  |
| --- |
| * Current Curriculum
* Projected Curriculum Needs
* Projected Curriculum Outcomes

  |

**[ ]  Focus Group** (Business & Industry, Agency Contacts, School Districts, Special Interest Individuals and/or Groups)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| --- | --- |
| Job Needs | Job Titles |
| Desired Skills | Non-Credit Training |
| Certificate Program (Stackable) | Associate Degree |
| Career Experience Opportunities | Industry Credentials |
| Facility and/or Equipment Needs | Instructor/Trainer Qualifications |
| Partnership Opportunities | Donations & Support |

 **Approval to move forward** **Dean**  |

**[ ]  BUSINESS PLAN (THREE YEAR)**

Financial Impact

* Projected Enrollment and/or Participation
	+ Projected Review (Fee for Service, Tuition & Fees, Donations, Student Fees & Grants)
* Projected Expenses (Facilities, Equipment, Personnel, Marketing, Materials & Supplies, Maintenance Costs)
* Projected Point of Break Even
* Projected Point of Net Income

Curriculum

* Program of Study
* Coursework

Marketing & Promotion

Partnerships

* Internal
* External

Institutional Impact

**[ ]  Develop Executive Summary; Summit with Business Plan**

**Approval to Move Forward**

**Dean**

**Dean of Administration**

**Dean of Student Services**

**Vice-President**

**President**

**[ ]  Move Forward with Remaining CAM Process**