

PRR Workflows at a Glance

Every program request starts with a form. The PRR co-chairs review each request and route it into one of four workflows set by Administrative Procedure (AP) 4021, last revised December 20, 2023.

1. Submit. Send your request on the matching form to prr@butte.edu.

2. Route. The co-chairs review the request and choose its workflow.

3. Review. The request moves through that workflow, from a short review to a full analysis by a Program Advisory Team.

WORKFLOW 1

New Program Built from Existing Courses

A new degree or certificate built mostly from courses Butte College already offers.

STEPS

1. Submit the [New Program Proposal Form](#).
2. The co-chairs, the Curriculum Committee chair, and an Office of Instruction representative review it.
3. If it needs no new ongoing resources, it goes on a PRR agenda as an action item.
4. The program then moves through the regular curriculum approval process.

Needs new ongoing resources or is a substantive change? The co-chairs refer it to Workflow 2. Faculty may appeal to the full committee.

WORKFLOW 2

New Program Needing New Courses or Resources

New curriculum plus new college resources: facilities, equipment, budget, or staff.

SUBMIT

The New Program Proposal Form, a program narrative meeting Title 5 and the Program and Course Approval Handbook, labor market information (career education), and a program map.

STEPS

1. PRR reviews mission fit, need, impact on existing programs, resources, and curriculum standards.
2. PRR forms a Program Advisory Team.
3. The team submits the [New Program Research Form](#) with its recommendation.
4. PRR votes on recommending the program to the President's Leadership Team.
5. The chief instructional officer takes the recommendation to the President's Leadership Team.

OUTCOMES

- Endorsed: curriculum process; resources go on the unit plan and faculty prioritization.
- Not endorsed: written reasons; the originator may stop or proceed knowing the president will recommend against Board approval.

WORKFLOW 3

Program Vitality and Discontinuance Analysis

A full, data-informed review of an existing program, requested by faculty or administrators or recommended by program review.

STEPS

1. Submit [Appendix A](#) with the latest unit plan and program review.
2. PRR discusses the request and may form a Program Advisory Team.
3. Over at least one full semester, the team studies quantitative ([Appendix B](#)) and qualitative ([Appendix C](#)) indicators.
4. First reading as a discussion item, second reading as an action item, both in public meetings.

OUTCOMES

- Continue: documented and forwarded to the Academic Senate and the President's Leadership Team.
- Continue with qualifications: interventions and a timeline, then another review.
- Discontinue: a report with teach-out and collective bargaining plans goes to the superintendent/president and, if taken forward, the Board of Trustees.

WORKFLOW 4

Discontinuance without a Vitality Analysis

A department discontinuing a program for curricular reasons.

STEPS

1. Submit [Appendix A](#).
2. The co-chairs weigh the impact on students, related programs, the range of programs offered, and employers and the labor market.
3. No significant impact: a PRR information item, then the regular curriculum process.

Significant impact on any of these? The co-chairs ask for the request to be resubmitted under Workflow 3.

Forms, governing documents, and meeting records: www.butte.edu/about/leadership/governance-and-committees/program-research-recommendation. Questions: prr@butte.edu.

Butte College programs and activities are offered without regard to race, color, national origin, ancestry, sex, gender, gender identification, sexual orientation, disability, age, religion, physical and/or mental disability, medical condition, veteran status, marital status or any other characteristic protected by institutional policy and, state, local or federal law. The College values fairness and equity for all members of the College community.