(A) The program has institutional and governing board approval.

(B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education.

Opportunity Gap: Annual Job Openings Minus Regional Completers Report generated by the Academic Services at Collin College using EMSI 2015 Q3 found an annual job gap of 360 Associate prepared HVAC Installers/Repairers in the area.

Additionally HVAC made the list of programs on the Focused Actionable Date to Inform and Support New Programs Decision Making Process with 4,282 jobs in 2015 which represented a 4% annual increase and annual average salary of $44,508.

(C) There is recent evidence of both short-term and long-term student demand for the program.

An increase 162 positions which represented a 4% increase from 2014 to 2015 and an average of 570 total openings annually through 2022 for the North Central Texas Region.

(D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program.

Due to the hands on nature of the program, we would maintain an enrollment cap of 18 students per cohort. During the first two years, we plan to add a new cohort each fall. Beginning in the third year, we plan to add a new cohort each long semester.

Enrollment Plan					
Semester/Year	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Fall	18	23	23	23	46
Spring	18	23	23	41	46

(E) Basic and career technical/workforce skills have been integrated into the curriculum.

(F) The institution has an enrollment management plan for the program.

(G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions.

The AAS to BAAS pathway will be added to the regional template.

(H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements.

(I) The program would not unnecessarily duplicate existing programs at other institutions.

There is no other HVAC program in Collin County. The closest program is located at Eastfield College which is 32 miles from Collin County Community College District Office.

Programs in the Regional Council

DCCCD – Cedar Valley College– 67 (10 AAS, 57 Cert)
DCCCD – Eastfield College – 94 (22 AAS, 72 Cert) (closest program at 32 miles from CHEC)
DCCCD – North Lake – CEU
Grayson College – 33 (6 AAS, 27 Cert)
Hill College – New Program for 2016 in Cleburne (85 miles from CHEC)
NCTC – Opened in 2014 (59 miles from CHEC)
Tarrant County South Campus – 126 (26 AAS, 100 Cert)
TSTC North Texas – Opened in 2014 in Red Oak (51 miles from CHEC)

(J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee.

We had two HVAC Advisory Committee Meetings consisting of business and industry representatives in or associated with HVAC. The Committee provided anecdotal evidence for the need of the program and input into program design by identifying skills that potential employees needed. The committee approved the curriculum plan for a Certificate I, Certificate II and AAS degree.

The Committee approved the course list and syllabi for the workforce courses in the program.

(K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program.

(L) New costs during the first five years of the program would not exceed $2 million.

(M) A new associate degree program is not being requested in a program which the institution previously offered an associate degree and has been closed due to low productivity in the last 10 years.

(N) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement.

(O) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported.

(P) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.