

Academic Program: Proposal and Plan

The Council for Curriculum and Instruction (CCI) has adopted the following procedure for the development of new programs or reviving retired programs. A program is defined as a degree or certificate (credit or noncredit) that will be built in the curriculum management system and submitted for Board of Trustees and State Chancellor's Office approval. New or revived programs must be presented to CCI in the Academic Program: Proposal and Plan prior to the creation of new and/or revived courses intended for that program.

The following type of programs do not require the completion of this form

- Associate Degree for Transfer (AD-T based on the California Community Colleges Chancellor's Office TMC templates)
- Associate Degree in the same discipline in which there is an approved AD-T at Golden West College

Instructions / Procedure

1. Complete the Academic Program: Proposal and Plan form entirely.
2. Submit this form by 3:00 p.m. Thursday prior to CCI via email to Curriculum Specialist. The completed form may also be attached to the Curriculum Inventory Management (CIM) Request to Submit for Future Agenda Item form to be considered for the CCI agenda.
3. Faculty will present the Academic Program: Proposal and Plan to CCI. The Council for Curriculum and Instruction is permitted to have two or more readings of the proposal where recommendations may be made.
4. Following CCI approval, faculty begin curriculum development in CIM.
5. Incomplete proposals will not be reviewed.

Title of Program

[Click or tap here to enter text.](#)

☐ New program ☐ Revival of retired program

1. What type of program is being proposed?
 - ☐ Associate Degree
 - ☐ Certificate of Achievement – 16 units or more
 - ☐ Certificate of Achievement – 8 to 15 units
 - ☐ Noncredit Certificate – Completion/Competency (enhanced noncredit)
2. What is the proposed effective date (start date) for the curriculum? (Enter the semester and year.)

[Semester and year](#)
3. What are the total number of curriculum items needed for approval at CCI (courses and programs)?

[Enter total number](#)

4. Collaborate with the CCI Chair and/or Articulation Officer - What is your proposed plan for submitting the new curriculum to meet the proposed effective term within CCI's framework for approvals? (Areas are limited to 3 items per agenda at Technical Review and on the CCI agenda. CCI requires a 1st and 2nd reading.)

Click or tap here to enter your proposed plan.

5. Department and Division:

Click or tap here to enter text.

6. Justification and need for the new or revived program:

Click or tap here to enter justification and need.

7. Responsible party for program assessment?

Click or tap here to enter text.

8. Provide a summary or catalog description of the program:

Click or tap here to enter text.

List the courses proposed to fulfill the program requirements? (Add additional lines as needed.)

Course name and number	Existing GWC course	New GWC course
Enter course	☐	☐
Enter course	☐	☐
Enter course	☐	☐
Enter course	☐	☐
Enter course	☐	☐
Enter course	☐	☐
Enter course	☐	☐

Total units (credit) or hours (noncredit): Enter total units / hours

9. Have similar programs that are available at Orange Coast College or Coastline College been reviewed for alignment? (Alignment may mean agreement in one or more of the following: program title, courses, units/hours, etc. as well as course titles, numbers, units/hours, content, etc.)

☐ Yes ☐ No

10. Are any new resources or the modification of existing resources needed to run the program? (Faculty, facilities, etc.)

☐ Yes* ☐ No

11. Are there additional financial commitments required to run and maintain the program? (Director, LHE for Coordinator, software, etc.)

☐ Yes* ☐ No

Additional Supporting Attachments when building programs in CIM

- CTE programs
 - Labor Market Information (LMI), Regional Consortium, and Advisory Board minutes must be attached in CIM prior to the 2nd reading for approval at CCI.
- Certificates
 - Ensure non-CTE certificates of achievement have 51% or more AAM
- Program course sequences must be attached in CIM for all programs

Courses and programs that are missing the required information may have delayed approvals (CCI, Board of Trustees, and State Chancellor's Office) impact the effective date.

Approved new program proposals are effective for one academic year after being reviewed by CCI.

Signatures

Originator: Enter name **Date:** Enter date

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***Division Dean:** Enter name **Date:** Enter date

*** Vice President of Instruction:** Enter name **Date:** Enter date

**Programs that require new resources or financial commitments should be discussed with the Vice President of Instruction and the President of the College prior to proposing and building the program. Programs that require substantial new resources may be required to attend Planning and Budget.*