



NEW COURSE/PROGRAM PROPOSAL

A PRESENTATION TO THE CURRICULUM COMMITTEE

Instructions to Presenters:

- All presentations should be vetted and approved at the Department level before requesting to schedule a date to attend the Curriculum Committee
- Materials must be sent to CC Chair the Friday before the scheduled presentation
- Department Chairs initiate new course and program proposals in consultation with department faculty and area Dean.
- Departments should select one or two faculty to present to the CC
- Faculty can request that DART (ad hoc committee of the CC) review presentation materials for feedback
- Presentations should be about 15 minutes in length, not including question and answer period
- All slides should be included. Indicate “not applicable” if not relevant to your presentation.

BASIC INFO

Course

- Title
- Prefix
- Numbering
- Units and hours
- Modality (face to face, DE, hybrid)
- TOPS code

<https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction-Unit/Files/TOPmanual6200909corrected12513pdf.ashx?la=en&hash=C43FF81459CBF3BFF7D8FC14EFEC28A2E6D01244>

Program

- Title
- Degree type: skills certificate, COA, AS/AA, ADT
- Units range
- TOPS code

APPROPRIATENESS TO COLLEGE OF MARIN MISSION

- Address proposal goals and objectives
 - be consistent with mission and the educational master plan of the college
- Appropriate level: lower-division, associate degree, certificates of achievement and skills certificates

(PCAH pg. 25) https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.pdf?la=en&hash=06918DD585E9F8C0805334FEA3EB1E6872C22F16

DEMONSTRABLE NEED

- Address student demand (data, survey outcomes, evidence...)
- Other factors: educational master plan; place in existing program, evidence of a university lower division major prep or GE transfer pathway.
- If new program or certificate, explain how it meets a student need, how it fits in with the academic department and with a program or career pathway.
- Demonstrate how this course or program compares to what other local community colleges are offering. List similarities and differences.
- If the program proposal is Career Education, supplement LMI within the local service area, job market analysis, regional and recommendation from Advisory Committee documented by Advisory meeting minutes

PCAH Pg. 25- 26

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CURRICULUM STANDARDS

- Program design: course sequence, time to completion
- If new course, how does it fit in the current curriculum?
- “Programs and courses are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.” PCAH pg 27

RESOURCES

- Adequate resources: service units, equipment, qualified faculty, learning resources, sustainability
- “The college must commit to offering all required courses for the program at least once every two years, unless the program goals and rationale for the particular program justify or support a longer time frame” PCAH pg 28

COMPLIANCE

- Address any or all that is applicable:
 - Prerequisite or enrollment limitation
 - Repetition and repeatability
 - Tutoring or learning assistance (support classes)
 - Student fees (material fees)
 - Open-entry open-exit course (for noncredit)
 - Special class (SAS)
 - Aligned with accreditation or regulators (e.g. BRN, Court reporting)

CAREER EDUCATION ONLY

For new CE programs and revised programs include labor market information and the following information if not included in previous slides:

- Evidence that the Advisory committees have met and support the curriculum
 - Highlighted Minutes from the meeting: <http://cte.marin.edu/advisory-committees>
- LMI (Labor Market Information) including occupational outlook
 - Wages, Supply and Demand, and projected job opportunities
- Evidence that the program is not duplicative internally or regionally
- Evidence that state regulatory agencies (Nursing, Court Reporting) are aligned with curriculum
 - Third party certifications?
 - Industry recognized credentials?
- CC approval will be conditional upon subsequent Regional Advisory Board (BACCC) evidence supporting the program **(for new Certificates of Achievement or degree only)**
- Include SAM code level for proposed courses



Q&A

