

Curriculum Proposal Types and Forms

New Course Proposal Form - use to create a new course offering, or an old course that hasn't been offered in years, a new topic course, new experimental course (make sure you are selecting new "credit" course or "new" course proposal type).

New Credit Program or New Program Proposal Form– use to propose a new credit associate degree, new transfer degree, new credit certificate of achievement, new credit certificate of accomplishment, or to change an existing certificate of accomplishment to a certificate of achievement.

- Launch new program proposals at Step 5 in a 6 step CTE program development process, or step 3 in a 4 step non CTE program development process.
- Launch new program proposals after the course outlines that make up the proposed program have been reviewed as evidenced by the date on the COR. The courses must be current.
- Launch new program proposals with the required supporting documents. Supporting documents are required to support statements made in the proposal including justification of need statement, labor demand, industry needs, program completion projections.

New Noncredit Course Proposal Form - use to create a new noncredit course offering, or mirrored course (make sure you are selecting "noncredit" proposal types for noncredit disciplines)

New Noncredit Program Form – use to propose new noncredit certificate of completion or new noncredit certificate of competency

Approval Criteria for New Curriculum

The District must document that a proposed program meets the criteria for approval as outlined in current Board Policy . These criteria also broadly apply to the review of new courses.

1. **Appropriateness to Mission:** The stated goals and objectives of the proposed program, or the objectives defined in the Course Outline of Record, are consistent with the mission of the community colleges as established by the Legislature in Education Code.
2. **Need:** There is a demonstrable need for a course or program that meets the stated goals and objectives, at this time, in the region the college proposes to serve with the program. The proposed new program would not cause harmful competition with any existing program at another college.
3. **Quality:** Outlines of Record for each course meet all the requirements of Title 5, especially Sections 55002 and 55805.5. The program is designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. **Feasibility:** The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.
5. **Compliance:** The design of the program or the course is not in conflict with any law. This includes both state and federal laws, and both statutes and regulations. (*Reference Board Policy 4020, Program, Curriculum and Course Development*)

New Curriculum Review Process

Pre-CurriQunet activities

Discuss proposal with department faculty, AP&P rep, dean, and others to address processes, timeline, accessibility, duplication, prerequisites, available resources, additional resource needs, CTE requirements, etc.

Level 1

Originator Launch

Level 2

LRC Dean

CTE Dean*

(Feasibility Analysis)

Level 3

Tech Review Committee

Level 4

AP&P Representative

Level 5

Department

Level 6

Academic Dean

Level 7

VPAA

AP&P Committee

Level 8

Summary Report
(includes New Program Proposal materials)

Academic Senate

Board of Trustees

CO Inventory

Catalog / Banner / DegreeWorks

*Notice of Intent (NOI) is prepared to obtain Regional Consortium recommendation, new CTE programs only