**Title of Program:**

**Degree Control Number (SP04):**

**Certificate Control Number (SP04):**

**TOP Code (SP01):**

**CIP Code:**

**District Governing Board Approval Date:**

**Effective Term:**

**Distance Education:**

|  |  |
| --- | --- |
|  | **0%** |
|  | **1-49%** |
|  | **50%-99%** |
|  | **100%** |

**Overview of Revisions/Proposal:**

**Item 1: Program Goals and Objectives** (must address a valid transfer preparation, workforce preparation, basic skills, civic education, or local purpose)

**Item 2: Catalog Description** (includes program requirements, prerequisite skills or enrollment limitations, program student learning outcomes, and information relevant to program goal)

Catalog Description:

Program Student Learning Outcomes (PSLOs):

**Item 3: Program Requirements** (includes course requirements and sequencing that reflect program goals. The GE pattern and the calculations used to reach the degree total must be shown following the program requirements table)

Degree & Certificate Requirements:

Subject Name Course Title Units

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Units** | | |
| Major Requirements | 27-28 | | |
|  | **CSU** | **IGETC** | **LOCAL/DISTRICT** |
| Double Counted |  |  |  |
| General Education\* | NA | NA | 25 |
| Open Electives\*\* |  |  |  |
| Total | 60 | | |

**Item 4: Master Planning** (ways the program fits in the mission, curriculum, and master planning of the college and higher education in California):

**Item 5: Enrollment and Completer Projections** (projection of number of students to earn degree annually):

**Item 6: Place of Program in Curriculum/Similar Programs** (ways the program fits in college’s existing program inventory):

**Item 7: Similar Programs at Other Colleges in Service Area** (justification of need for program in the region):

**Item 8: Transfer preparation information** (If applicable, transfer preparation is a component of the program):

**CTE/WD Program? If yes, also include the following as part of or with the Narrative:**

In addition to a narrative, all new and modified CTE programs must include:

• **Labor Market Information and Analysis** – refer to the CTE/WD Dean for additional information/links to this data

• **Advisory Committee Recommendation** – includes advisory committee membership, minutes and summary of recommendations

• **Regional Consortia meeting minutes** showing program recommendation  
  
Apprenticeship programs do not require advisory committee and regional consortia minutes, but do require labor market information and analysis and an approval letter from the California Division of Apprenticeship Standards (DAS).

**PCAH References:**

<https://asccc.org/sites/default/files/CCCCO_Report_Program_Course_Approval-web-102819.pdf>

[ PCAH pages 83-86, 92]