

Glendale Community College
Curriculum and Instruction Committee
New Program Proposal

1. Type of Program Proposed: Check one or both
 - New Degree Program (18 or more units): AA or AS
 - New Certificate Of Achievement **18 Units or more**
 - New Certificate Of Achievement **12 – less than 18 Units** (Needs to be approved by Chancellor’s Office if planning on using the term: Achievement. Without Chancellor’s Office Approval, other terms such as Award can be used).
2. Goal of the Program : Transfer/ CTE/ CTE & Transfer/ Other
3. Division/Department:
4. Subject Area:
5. Program title:
6. Certificate of Achievement Title*:
7. Number of Units Required for Certificate: Please list courses for certificate below:

Course Prefix and Number
Title of Course
Units
TOTAL UNITS (Must be 12 Units or more)

Certificate of Achievement must be approved by the Chancellor’s Office

Degree/Certificate Description:

1. Description of the nature of the program, its objectives, the rationale for it, the skills or knowledge that students will acquire, and the relationship of the proposed program to the general field.
2. Specific PLO’s of Degree/Certificate
3. Display the program requirements, in sequence, in a table format that includes all courses required for completion of the program (core requirements, required or restricted electives, other requirements), subtotal of core units, general education **pattern(s) (local, CSU-GE-Breadth, or IGETC), number of units for each pattern, and**

total program units. For each course, indicate the course number, course title, and unit value. Indicate if any of the courses will be developed.

4. What courses in the program can be delivered online or hybrid?
5. Does the program have entry requirements (and they are in compliance with Title 5)?
6. Indicate whether the program will have an advisory Board.

Mission:

1. Explain how the program is appropriate to the objectives of the mission of the California Community College system, Glendale Community College, and how it conforms to master planning.

Need:

1. Will this new program fulfill a current need?
2. Use a table format to provide enrollment data for all required existing courses for the last two semesters to validate the need for this program in the college service area. Include course title, course number, annual sections, and annual enrollment total.
3. Expected number of annual completers-----
4. What enrollment changes will this program create? Will it accommodate an overflow or attract a new market? Will it be possible for students to move between this program and another program?
5. What related programs does the college offer?
6. Does the program establish a new direction for the college?
7. Will there be courses in common shared by this program and another existing program?
8. Will programs share resources? Describe service, if any, to other disciplines that this proposed program will provide. Explain how, if at all, this program makes a new or more productive use of existing resources and/or builds upon existing programs or services?
9. Does the program replace any existing program(s) on the college's inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s). Before completing this section, review the college's existing

program inventory online in the CCC Curriculum Inventory at <http://curriculum.cccco.edu>. The originator must specify any existing inventory entries that need to be removed or modified in connection with the approval of the program.

10. What are all similar programs offered by colleges within commuting distance of the college, commonly known as the “college service area.” A brief description of each program is required. Similarities and differences need to be described, and justification for a program of this type and in this region needs to be provided. (For CTE programs, the LAOC Consortium requires that a college proposing a new program needs to make a convincing case that the existing capacities at other colleges are insufficient to meet the demand).
11. If the program has an Advisory Board, attach minutes from meetings indicating need for the program.
2. Show summary results of job market analysis, surveys or other evidence of employment possibilities for graduates of the proposed program (**for CTE Programs only**).
3. What are the indications of student interest in the proposed program and how were they determined (**for CTE Programs only**)?

Resources:

1. What is the approximate cost to adopt this program?
2. Will its adoption require that GCC employ additional staff?
3. Will its adoption require additional equipment?
4. Will its adoption require materials?
5. Will its adoption require modifications of facilities? (lab space, specialized classroom space etc.)
6. Will its adoption require additional travel resources (recurring or one time)?
7. Will its adoption require additional library resources?
8. Will its adoption require additional software purchases and/ or license renewal?
9. How will the section offerings be modified if the program is offered? Will the courses be offered in lieu of existing sections of another course?

7. Will this program increase the hours of instruction of the department?
8. Will adopting this program increase the total number of students to be served by College? If yes, how many?

Attach plan of how needed resources will be secured. Include relevant signatures (library representative, IT representative, instructional dean).

As applicable, resource requests to provide adequate resources for this course have been or will be included with the Program Review Report Form for this course's division/department for Academic Year _____

Overview of Procedures for New Program Approval	
Step	Process/Procedures
1.	Prepare Program Proposal Summary using the appropriate form. Obtain forms from C&I Website
2.	Review with division (your division should have an approval process in place) and obtain approval.
3.	Finalize Program Proposal. Attach Resource Procurement plan with relevant signatures. Complete Cover Sheet (required). Obtain appropriate signatures
4.	Submit Program Proposal to C&I Co-Chairs.
5.	Meet with Curriculum Co –Chairs.
6.	Submit revised packet to C&I Co-Chairs to be agendized
6.	Attend First Reading C&I. Implement recommendations as appropriate
7.	Attend First Reading C&I. Implement recommendations as appropriate
8.	Submit final packet to C&I Co-Chairs to be included in the Academic Affairs agenda. The packet moved to Campus Executive Committee, The Board of Trustees, and the Chancellor's Office for approval.
9.	Verify that the approved packet is on file (with any changes) .