

## Proposal for New Program Form

The Council for Curriculum and Instruction (CCI) has adopted the following procedure for the development of new programs or for the reviving of suspended or retired programs. A program is defined as a learning community, degree, or certificate (credit or noncredit). All new or revived programs must be presented to CCI prior to the creation of new and / or revived courses intended for that program.

### Instructions / Procedure:

- 1) Complete the form and include the necessary supporting documents.
- 2) Submit via Dynamic Form on the CCI website by 12:00 pm the Thursday prior to CCI to be considered for the CCI agenda.
- 3) Author or representative presents the program proposal at CCI. CCI is permitted to have two or more readings of the proposal where recommendations may be made.
- 4) Following CCI approval, begin creating new program and courses, as needed in CurricUNET.
- 5) Programs that require substantial new resources may be required to attend Planning and Budget. Recommendation is made at the VPI and President signature level.
- 6) Incomplete proposals will not be reviewed. Be sure to include all required supporting documents and signatures.

### Title of Program:

- ☐ New program  
☐ Revival of suspended or retired program

#### 1. What type of program is being proposed?

- ☐ Degree  
    ☐ Associate Degree for Transfer (AD-T)  
    ☐ Associate Degree  
☐ Certificate of Achievement  
    ☐ 16 units or more  
    ☐ 8 to 15 units  
☐ Noncredit Certificate – Completion / Competency  
☐ Learning Community / Other (e.g. Honors, Puente, Umoja)

#### 2. What is the main goal of the program?

- ☐ Transfer  
☐ Career and Technical Education / Workforce

#### 3. Department and Division:

- a. Justification and need for the new or revived program:

b. Responsible party for program assessment?

4. Provide a brief summary or catalog description of the program:

5. Which courses will be used to fulfill the program requirements?

Course name and number	Existing GWC course	New GWC course
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>

Total units / hours:

6. Does the program duplicate or overlap with existing courses or programs at GWC?

7. Are similar courses or programs available at Orange Coast College or Coastline College?  
Does the proposed GWC program align? Align 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.

8. Can the new program be completed online:

- ☐ 100% online  
☐ Some online course options  
☐ Face-to-face only

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

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

#### Additional Supporting Attachments:

- CTE programs
  - Include Labor Market Information (LMI) with initial proposal
  - Include proposed program pathway (template on CCI SharePoint or CCI website)
  - Note: Regional Consortium and Advisory Board minutes will need to be provided at a second Technical Review reading

- AA and Certificates
  - Include proposed program pathway (template on CCI SharePoint or CCI website)
- AD-Ts
  - Include completed Transfer Model Curriculum (TMC) Template (See Articulation Officer)
  - Include proposed program pathway (template on CCI SharePoint or CCI website)
- Learning Communities
  - Include two comparable California Community College examples
  - Include proposed program pathway (template on CCI SharePoint or CCI website)

Signatures:

Originator: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Division Dean: \_\_\_\_\_

Date: \_\_\_\_\_

\*Vice President of Instruction: \_\_\_\_\_

Date: \_\_\_\_\_

\*President: \_\_\_\_\_

Date: \_\_\_\_\_

\*Programs that require resources in Questions 9 and 10 must obtain the additional signatures of the Vice President of Instruction and the President of the College.