Chapter 5

Creating and Modifying Programs

Baccalaureate degrees, Associate degrees, certificates and verifications

Educational Programs

An educational program is defined in Title 5, section 55000(m). An "educational program" is an organized sequence of courses leading to a defined objective, degree, certificate, diploma, license, or transfer to another institution of higher education. In practice, however, the Chancellor's Office approves only associate degrees and those credit certificates that community colleges wish to award to students, and which will be listed on transcripts. Respectively, all noncredit programs require Chancellor's Office approval.

The types of educational programs that must be submitted to the Chancellor's Office for approval are the following:

Credit Programs

- Baccalaureate Degree (that meets all the requirements of California Education code § 78042)
- Associate Degrees for Transfer (that meet all requirements of Education Codes § 66745-66747:
    - Associate in Science for Transfer (AS-T) - must be used for any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs
    - Associate in Arts for Transfer (AA-T) - must be used for all other disciplines
- Local Degrees and Career Technical Education (CTE) Degrees:
    - Associate of Science (AS) – any Science, Technology, Engineering, or Mathematics (STEM) field and CTE programs, as recommended by the Chancellor's Office
    - Associate of Arts (AA) - all other disciplines, as recommended by the Chancellor's Office
- Certificate of Achievement
    - 16 or more semester units of degree applicable coursework (must submit to the Chancellor's Office)
    - 8 to 15.5 semester units of degree-applicable coursework (may be submitted to the Chancellor's Office)
- Cerritos College also recognizes a fourth award program: A Verification of Completion for fewer than 16 semester units that does not require Chancellor's Office approval and does not appear on official transcripts.

Noncredit Programs

All noncredit programs that receive state funding must be submitted to the Chancellor's Office for approval. These include course sequences in Career Development and College Preparation (CDCP) that lead to:

- Certificates of Competency – in a recognized career field articulated with degree-applicable coursework, completion of an associate degree, or transfer to a baccalaureate institution
- Certificates of Completion – leading to improved employability or job opportunities
- Adult High School Diploma
- Noncredit Apprenticeship Programs

The Chancellor's Office recommends a set of guidelines for differentiating between AA and AS degrees.

In addition to Curriculum Committee and Board of Trustees approval, new and updated degrees must be approved by the Chancellor's Office and by our Accrediting agency, the Accrediting Commission for Community and Junior Colleges (ACCJC). Majors in career technical education programs will also require approval from the Los Angeles Regional Consortium.

Certificates of Achievement and completion provide extensive preparation in the designated field. They are intended to certify that students who have successfully completed the program are prepared to enter the careers associated with their chosen certificate. In addition to local approval, they must receive approval from the Chancellor's Office and possibly ACCJC. Certificates of Achievement and Completion that have a Career Technical Education (CTE) TOP code must also be reviewed by Los Angeles Regional Consortium.

Title 5 requires all certificates with 16 units or more be designated as Certificates of Achievement. In addition, it allows programs with 8-15.5 units to be listed as Certificates of Achievement provided they follow the same Chancellor's Office approval requirements. Cerritos College has chosen to follow this approach for all Certificates in this unit range.

Verifications of Completion are typically designed to provide students with brief but intensive courses of study in particular areas so that they may develop specific skills or prepare for an entry-level position in the field. Verifications of Completion require Curriculum Committee approval, but not Chancellor's Office approval. They do not appear on a student's official transcript.

Creating a new Program

Faculty should launch a new program workflow in the CMS. The Cover Info information identifies the program title, TOP Code, Award Type, Unit Range, and Description. The Cover Info section also includes the faculty author, Proposal Start Date, and Justification. Each program must identify required courses, develop a recommended sequence, and develop Program Outcomes. See below for additional items required by the Chancellor's Office per the Program and Course Approval Handbook.

Baccalaureate Degree

Program Narrative

- Program Goals and Objectives – must address unmet workforce needs and may address transfer preparation
- Administrative Plan – includes, but is not limited to, the governing board of the district's funding plan for its specific district
- Expertise, Resources, and Student Interest - documentation of the district's expertise, resources, and student interest to offer a quality baccalaureate degree in the proposed field of study
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to the program goal
- Program Requirements – includes course requirements, faculty, facilities, and sequencing that reflect program goals
- Master Planning – describes how the program fits into the mission, curriculum, and master planning of the college and higher education in California.
- Enrollment and Completer Projections – projection of number of students to earn degree annually
- Place of Program in Curriculum/Similar Programs – how it fits in college's existing program inventory
- Similar Programs at Other Colleges in Service Area – justification of need for program in the local community or region of the district

Evidence the baccalaureate degree to be offered will help address unmet workforce needs:

- Labor Market Information (LMI) and analysis must show that jobs are available for program completers within the local service area of the individual college and/or that job enhancement or promotion justifies the proposed curriculum
- Employers are having difficulty filling positions that require a baccalaureate degree

- Employers are willing to pay baccalaureate degree holders more than those with a related associate degree or no postsecondary degree
- Employers prefer candidates with the proposed baccalaureate degree.
- Regional Consortia meeting minutes clearly detailing the title of the program and clearly stating the consortium's recommendations (only for new programs).

Advisory Committee Recommendation

Includes advisory committee membership and meeting minutes that clearly detail the recommendation for the specific program being offered by the college and clearly details the committee's recommendation.

Consultation with Regional Employers and Workforce Development Boards

Title 5 also requires that CTE programs undergo review every two years, so the Curriculum Specialist will need to know when the program is next scheduled for review.

Associate Degree for Transfer

Program Narrative

- College Name
- Program Name
- Program Goals & Objectives
- Catalog Description – must reflect the following:
  - Completion of 60 semester units or 90 quarter units of degree-applicable courses,
  - Minimum overall grade point average of 2.0,
  - Minimum grade of "C" (or "P") for each course in the major, and
  - Completion of Cal-GETC.

Completed Chancellor's Office Template

C-ID or ASSIST Articulation Information, as required by the TMC

Career Technical Education (CTE) AA ORAS Degree

Program Narrative

- Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal

- 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.
- Master Planning – how the program fits into the mission, curriculum, and master planning of the college and higher education in California
- Enrollment and Completer Projections – projection of number of students to enroll and earn a degree annually
- Place of Program in Curriculum/Similar Programs – how it fits in college's existing program inventory
- Similar Programs at Other Colleges in Service Area – justification of need for the program in the region
- Transfer Preparation Information – if transfer preparation is a component of the program

Labor Market Information (LMI) and analysis must show that jobs are available for program completers within the local service area of the individual college and/or that job enhancement or promotion justifies the proposed curriculum.

Advisory Committee Recommendation – includes advisory committee membership and meeting minutes that clearly detail the recommendation for the specific program being offered by the college.

Regional Consortia meeting minutes clearly detail the title of the program and clearly state the consortium's recommendations (only for new programs).

Appropriate transfer preparation documentation from the list of allowable documents if the program is designed for both CTE and transfer preparation

Program goal of "Career Technical Education"

Local Degree: Associate Degree of Arts or Associate Degree of Science

Program Narrative

- Program Goals and Objectives – must address a valid transfer preparation, workforce preparation, basic skills, civic education, or local purpose
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
- 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

- Master Planning – ways the program fits in the mission, curriculum, and master planning of the college and higher education in California
- Enrollment and Completer Projections – projection of number of students to earn degree annually
- Place of Program in Curriculum/Similar Programs – ways the program fits in the college's existing program inventory
- Similar Programs at Other Colleges in Service Area – justification of need for program in the region
- Transfer Preparation Information – if transfer preparation is a component of the program

Appropriate transfer preparation documentation from the list of allowable documents if the program is designed in total or in part for transfer preparation.

Degree is submitted with program goal of "Local" for the purposes of submission to the Chancellor's Office.

Certificate of Achievement

Program Narrative

- Program Goals and Objectives – must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. For the purposes of Chancellor's Office submission and approval, programs may select one of three program goals: transfer, CTE, or local. Transfer is applied only to certificates for Cal-GETC. CTE is limited to certificates in a vocational TOP Code. Local is used for all other certificates but may include certificates designed to prepare students for transfer.
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
- Program Requirements – includes course requirements and sequencing that reflect program goals
- Master Planning – describes how it fits into the mission, curriculum, and master planning of the college and higher education in California
- Enrollment and Completer Projections – projection of number of students to earn certificate annually
- Place of Program in Curriculum/Similar Programs – how it fits in college's existing program inventory
- Similar Programs at Other Colleges in Service Area – justification of need for program in the region

Appropriate transfer preparation documentation from the list of allowable documents if the program is designed in total or in part for transfer preparation (if Transfer Prep).

Labor Market Information and Analysis (if CTE) – refer to the section VII for additional information.

Advisory Committee Recommendation (if CTE) – includes advisory committee membership and meeting minutes that clearly detail the recommendation for the specific program being offered by the college.

Regional Consortia meeting minutes clearly detailing the title of the program and clearly stating the consortium's recommendations (if CTE).

Noncredit Certificate of Competency or Certificate of Completion

Program Narrative

- Program Goals and Objectives – must address a valid transfer preparation, workforce preparation, basic skills, civic education, or lifelong learning purpose. The stated goals and objectives of the program must be consistent with the mission of the community college, as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program's goals and objectives. Select an appropriate program goal of either: CTE for short-term vocational or local for all other certificates. Note: If the certificate program goal selected is "Career Technical Education (CTE)," then the statement must include the main competencies students will have achieved that are required for a specific occupation. The statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter, and the basic occupational competencies students will acquire
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
- Program Requirements – includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course
- Master Planning – describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California Labor Market Information (LMI). All new and modified noncredit CDCP certificates in the short-term vocational instructional domain must provide LMI that is less than two years old.

Labor Market Information (LMI) for short-term vocational with high employment potential only

Note: unlike credit Career Technical Education programs, noncredit vocational programs do not require Advisory Committee or Regional Consortium recommendations.

Modifying and Existing Program

Baccalaureate Degree

Program Narrative

- Program Goals and Objectives - must address unmet workforce needs and may address transfer preparation
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
- Program Requirements – includes course requirements, faculty, facilities, and sequencing that reflect program goals

Associate Degree for Transfer

Program Narrative

- College Name
- Program Name
- Program Goals & Objectives
- Catalog Description – must reflect the following
- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of Cal-GETC.

Completed Chancellor’s Office Template,

C-ID or ASSIST Articulation Information, as required by the TMC

Career Technical Education (CTE) AA or AS Degree

Program Narrative

- Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal

- 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.
- Labor Market Information (LMI) and analysis must show that jobs are available for program completers within the local service area of the individual college and/or that job enhancement or promotion justifies the proposed curriculum.
- Advisory Committee Recommendation – includes advisory committee membership and meeting minutes that clearly detail the recommendation for the specific program being offered by the college.
- Regional Consortia meeting minutes clearly detailing the title of the program and clearly stating the consortium's recommendations (only for new programs).

Local Degree: Associate Degree of Arts or Associate Degree of Science

Program Narrative

- Program Goals and Objectives – must address a valid transfer preparation, workforce preparation, basic skills, civic education, or local purpose
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
- 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

Certificate of Achievement

Program Narrative

- Program Goals and Objectives – must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. For Chancellor's Office submission and approval, programs may select one of three program goals: transfer, CTE, or local. Transfer is applied only to certificates for Cal-GETC. CTE is limited to certificates in a vocational TOP Code. Local is used for all other certificates but may include certificates designed to prepare students for transfer.
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
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